

## **WRITING AND EDITING:**

**Copyeditor**, Avalon Books, New York, NY, 7/03

Copyedit cookbook, create style sheet, query author

**Manuscript Evaluation Editor**, iUniverse, Lincoln, NE, 7/03–present

Provide complete editorial review involving grammar, marketing materials, and story elements for fiction manuscripts submitted to the company

**Book Editor**, various independent authors, 2/03–present

Provide manuscript critiques and full developmental and structural editing as well as copyediting services to independent authors of fiction and nonfiction, story collections, poetry, and memoirs

**Proofreader**, Corey McPherson Nash, Watertown, MA, 9/02–present

Proofread materials for grammar, usage, typos; check design specs

**Proofreader**, David R. Godine, Publisher, Boston, MA, 8/02–present

Provide proofreading, fact checking, and research for trade books; check design specs

**Editor**, Project Bread—The Walk for Hunger, Boston, MA 7/02–present

Edit all marketing material and content produced and distributed by the organization, develop and maintain a house style manual, act as consultant to communications department

**Copy Editor**, *Improper Bostonian*, Boston, MA Temporary Contract

Copyedit arts calendar and film, music, and food reviews for weekly arts magazine; clean up copy on Quark

**Copy Editor and Proofreader**, Argosy Publishing, Waltham, MA, 10/01–present

Proofread and copyedit books on computer science and accounting for consistency, design, and layout; copyedit books on insurance, banking, and political science

**Developmental Editor**, *Battling the Killer Within*, Thomas A. Farrington, 7/01–8/01

Develop and edit manuscript, format pages including index and bibliography, assist with creation of index

**Copy Editor**, nSight, Burlington, MA, 7/01–1/02

Copyedit materials on subjects including computer software, healthcare, financial services, legal documents, and college-level textbooks both in print and online

**Web Site Editor and Web Production Assistant**, nSight, Cambridge, MA, 7/00–present

Proofread and copyedit textbooks converted to Web sites (iTexts), implement changes using HTML in both Dreamweaver and HomeSite, use various authoring tools to build sites, QA content, manage a team of six contractors on long-term project for Prentice Hall

**Copy Editor**, *Harvard Business School Bulletin*, Cambridge, MA, 7/00–1/01

Proofread and copyedit class notes section of the *Bulletin*

**Proofreader**, Dartmouth Publishing, Watertown, MA, 5/00–1/01

Proofread and copyedit textbooks, proofread and evaluate art according to client design specs

**Editor**, *Arthur Godfrey: The Adventures of an American Broadcaster*, by Arthur J. Singer, 6/98–9/98

Proofread and copyedit manuscript, create index

**Fiction Reader**, *Ploughshares*, Boston, MA, 9/98–5/00

Read and select manuscripts of short fiction submitted to *Ploughshares*

**Editorial Intern**, *Ploughshares*, Boston, MA, 9/97–12/97

Typeset and proofread copy, process and catalog manuscripts, manage database

**Freelance News Reporter**, *Suburban Life*, Butler, NJ, 2/96–10/96

Cover community events and weekly board of education meetings

**Arts and Entertainment Editor**, *Montclarion*, Upper Montclair, NJ, 1/95–4/95

Select and edit material for publication, design campus entertainment guide, create headlines, captions and art for weekly columns, write weekly film column, cover campus events, manage all typesetting, layout and design

**Editor-in-Chief**, *Four Walls*, Upper Montclair, NJ, 5/93–5/94

Conceptualize and plan production of issues, select submissions for publication, lead staff meetings, create layout and design, organize poetry readings, advertise and distribute magazine, delegate responsibilities to staff, control expenditure of \$15,000 budget, function as liaison to printers, serve as technical advisor to executive board the following year

**Editorial Intern**, *Boston Rock*, Newton, MA, 5/93–8/93

Copyedit material for publication, design layout, review albums and live shows, interview bands

## **TEACHING AND INSTRUCTION:**

**Fundamentals of Grammar Instructor**, Emerson College, Boston, MA, 7/00–1/01

Develop and instruct course taught to graduate students

**Curriculum Developer**, Emerson College, Boston, MA, 3/00–8/00

Develop grammar curriculum

**Journalism Tutor**, Emerson College, Boston, MA, 9/99–1/01

Act as liaison to Learning Assistance Center, hire and train tutors, tutor both graduate and undergraduate students in journalism including writing and grammar

**Writing Tutor**, Learning Assistance Center, Emerson College, Boston, MA, 1/98–1/00

Assist students with writing, proofreading, and revision of papers, assist with ESL issues, provide support for students in literature and writing classes, create reading and writing assignments, conduct weekly conversation classes for international students, direct independent studies, edit departmental manual

**Assistant Teacher**, FASP, Emerson College, Boston, MA, 9/98–12/99

Held regular office hours to assist students with the writing and additional academic support

**High School English Teacher**, Bayonne and Montclair, NJ, 10/96–5/97

Taught business writing, history of American drama, poetry, English literature, grammar

**ACADEMIC CREDENTIALS:**

Montclair State University, B.A., English literature with minor in journalism, 1996  
Emerson College, M.F.A., writing, 2001

**HONORS AND AWARDS:**

Dean's List  
Student Government Scholarship Award  
Albert Payson Terhune Journalism Award  
J. Raymond Paul Journalism Award  
Merlyn Gerard Poetry Contest  
“Power is My Middle Name” *Sassy* magazine essay contest, 1994, first prize  
Academic scholarship, Emerson College

**PUBLISHED WORK:**

*Beacon Street Review*—short fiction  
*Boston Rock*—music reviews and band interviews  
*Details*—letters to the editor about popular culture and film  
*Four Walls*—poetry  
*Montclarion*—several weekly columns, music, book, and film reviews  
*Suburban Life*—community news stories  
*Wayne Today*—coverage of board of education meetings  
*Hungry? Boston*—restaurant review  
“Getting Started: What It’s Really Like—One Freelancer Spills the Beans”—article  
in e-book on freelance success stories  
Various articles on anger management for psychology Web site  
Regular column on writing and editing for *Brady Magazine*

**PROFESSIONAL AFFILIATIONS:**

Cambridge Academic Editors Network, member since 1997  
Indiana University Copyeditors, member since 2002  
Literary Market Place, member since 2002  
Publishing Industry Freelancers, member since 2001

**STYLE GUIDES USED:**

*Chicago Manual of Style*, 14th Edition  
*American Medical Association Manual of Style*, 9th Edition  
*APA Publication Manual*, 5th Edition  
*MLA Handbook for Writers of Research Papers*, 6th Edition  
*The Associated Press Stylebook and Briefing on Media Law*, Revised Edition  
*Merriam Webster’s Collegiate Dictionary*, 11th Edition