

DARLA BRUNO

Madison, New Jersey

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SUMMARY OF SKILLS:

- * a range of expertise from proofreading to manuscript critiques, Web-content development, copy editing, ghostwriting, book proposals, marketing, and project management
- * strong working relationship with clients spanning from fiction and nonfiction writers and nonprofits to educational publishers and small businesses
- * successful editing that helps authors obtain representation and clients promote businesses
- * critiques that help new writers develop storylines, and seasoned authors create effective marketing material
- * bold, effective writing that connects with readers
- * edits and critiques that have improved hundreds of books from children's genres to short fiction and memoir

EDITING:

Editor, Project Bread—The Walk for Hunger, Boston, MA, 2002-2010

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

Website Editor and Web Production Assistant, nSight, Cambridge, MA, 2000–2005

Proofread and copy edit textbooks converted to websites (iTexts); make 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.

Arts and Entertainment Editor, *Montclarion*, Upper Montclair, NJ, 1995

Selected and edited material for publication; designed campus entertainment guide; created headlines, captions, and art for weekly columns, wrote weekly film column; covered campus events; managed all typesetting, layout and design.

Editor-in-Chief, *Four Walls*, Upper Montclair, NJ, 1993-1994

Conceptualized and planned production of issues; selected submissions for publication; led staff meetings; created layout and design; organized poetry readings; advertised

and distributed magazine; delegated responsibilities to staff; controlled expenditure of \$15,000 budget; functioned as liaison to printers; served as technical advisor to executive board the following year.

(For a complete list of similar projects, see my website:
<http://www.darlabruno.com/projects.html>)

GHOSTWRITING:

Ghostwriter, Marketing Consultant, and Project Manager, *Slipping through the Cracks: One Family's Battle with the Mental Health System*, Tina Kotulski, 2003-2004
Interviewed client, transcribed interviews, collaborated with client to author book, wrote chapters, wrote marketing material including web content and book proposal, contacted Oprah producers, agents, acted as liaison with publicist, managed team of six people (including line editor, designer, and literary lawyer), oversaw entire project from start to finish, provided input on design, book title, web design.

DEVELOPMENTAL EDITING:

Developmental Editor, various independent authors, 2000–present
Manuscript critiques and full developmental and structural editing for independent authors of fiction and nonfiction, story collections, poetry, and memoir, and web businesses

(For a complete list of developmental editing projects, see my website:
<http://www.darlabruno.com/projects.html>)

MARKETING AND COACHING:

Marketing Consultant and Writing Coach, various independent authors, 2000–present
Consult with authors on marketing materials ranging from queries to book proposals and bios; target agents and publishers, act as liaison between author and agent; proven success in helping authors find agents. Coach writers to complete outlines, drafts, and finished manuscripts.

(For a complete list of coaching projects, see my Website:
<http://www.darlabruno.com/projects.html>)

COPY EDITING:

Copy editor, Avalon Books, New York, NY, 2003
Copy edited cookbooks, created style sheets, queried authors

Copy Editor, *Improper Bostonian*, Boston, MA, 2002

Copy edited arts calendar and film, music, and food reviews for weekly arts magazine; cleaned up copy in Quark

Copy Editor, Argosy Publishing, Waltham, MA, 2001

Proofread and copy edited computer science manuals and books on accounting, insurance, banking, and political science

Copy Editor, *Harvard Business School Bulletin*, Cambridge, MA, 2000-2001

Proofread and copy edited class notes section of the *Bulletin*

Copy Editor, nSight, Burlington, MA, 2001-2002

Copy edited books involving computer software, healthcare, financial services, legal documents, and college-level textbooks both in print and online

Copy Editor, *Arthur Godfrey: The Adventures of an American Broadcaster*, by Arthur J. Singer, 1998

Proofread and copy edited manuscript, created index

(For a complete list of copy editing projects, see my Website:

<http://www.darlabruno.com/projects.html>)

PROOFREADING:

Proofreader, Corey McPherson Nash, Watertown, MA, 2002

Proofread materials for grammar, usage, typos, design

Proofreader, David R. Godine, Publisher, Boston, MA, 2002

Proofread, fact checked, and researched for trade books; checked design specs

Proofreader, Dartmouth Publishing, Watertown, MA, 2000-2001

Proofread and copy edited textbooks, proofread and evaluated art according to client design specs

(For a complete list of proofing projects, see my Website:

<http://www.darlabruno.com/projects.html>)

MANUSCRIPT EVALUATION EXPERIENCE:

Book Editor, various independent authors, 2003-present

Manuscript critiques and full developmental and structural editing as well as copy editing services to independent authors of fiction and nonfiction, story collections, poetry, and memoir

Manuscript Evaluation Editor, iUniverse, Lincoln, NE, 2003

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

Fiction Reader, *Ploughshares*, Boston, MA, 1998-2000

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

ACADEMIC CREDENTIALS:

Emerson College, M.F.A., writing, 2001

Montclair State University, B.A., English literature with minor in journalism, 1996

PROFESSIONAL AFFILIATIONS:

Cambridge Academic Editors Network, member since 1997

Indiana University Copy editors, member since 2002

Literary Market Place, member since 2002

Publishing Industry Freelancers, member since 2001

SOFTWARE SKILLS:

Dreamweaver, FileMaker Pro, PowerPoint, Microsoft Word, Adobe Acrobat

STYLE GUIDES:

Chicago Manual of Style, 14th Edition

American Medical Association Manual of Style, 9th 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

PERSONAL SKILLS:

Self-starter

Intuitive and resourceful

Detail-oriented

Eagle eye

Meets deadlines

Collaborates well

Strategic thinker