

## SKILLS & QUALIFICATIONS

- ◆ Extensive copyediting, proofreading, and project-management experience
  - ◆ Excellent time-management and organizational skills
  - ◆ Extensive knowledge of Word, Excel, and Acrobat (Professional 8)
  - ◆ Working familiarity with AMA, APA, ASA, and CMS styles
  - ◆ Enjoy challenges and a stimulating, fast-paced work environment
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## WORK HISTORY

### **Self-Employed**

January 2003–present

#### *Freelance publishing services*

Coordinate production and project schedules and resources regularly with the University of Indianapolis Press (now defunct), Dog Ear Publishing, *Journal of the Indiana Academy of the Social Sciences*, and various individual authors on a range of genres, including scholarly imprints, articles for scientific and scholarly journals, nonfiction texts (both scholarly and nonscholarly), and fiction (including fantasy, science-fiction, romance, general fiction, and more).

- ◆ Create production and project schedules and resources with clients
- ◆ Copyedit, proofread, lay out, format, and perform development edits for manuscripts as necessary
- ◆ Negotiate with authors, other editors, and clients as situations warrant to ensure that recommendations for projects are accepted and implemented
- ◆ Research references and quotations in text as necessary to verify facts and attributions for completeness and accuracy
- ◆ Manage freelance editors and editorial projects for one client, matching projects with the appropriate members of the editorial pool based on editors' timelines, skills, and experience
- ◆ Copyedit, format, and prepare Word and PDF files for printer for the *Journal of the Indiana Academy of the Social Sciences*
- ◆ Write articles about writing and editing for the Editor's Corner, a Dog Ear Publishing blog
- ◆ Research and apply for licensing/permission to reprint copyrighted material

### **Career Management Associates**

Indianapolis, Indiana

June 2008–May 2009

#### *Editor/Writer (contractor) at Defense Finance and Accounting Service (Publications and Forms Office)*

Acted as sole editor and writer for the Publications and Forms Program.

- ◆ Overhauled policies and procedures governing the creation, update, and approval of the agency's publications and forms to be more customer-oriented and user-friendly
- ◆ Formatted and edited all new and revised publications, agency-wide
- ◆ Guided customers gently through the transition from old standards to new standards as the program evolved
- ◆ Partnered with forms designers to create new forms and revise existing forms required for the updated publications and forms processes
- ◆ Facilitated weekly forms production meetings, creating addenda and leading discussions
- ◆ Acted as initial point of contact and interim project manager for forms program until permanent manager was hired

## WORK HISTORY (cont.)

**Eli Lilly and Company** Indianapolis, Indiana March 2007–June 2008

*Senior Scientific Communications Editorial Assistant*

Acted as lead editor for the Neuroscience Platform Team, assisting team's communications associates, statisticians, and outsourcing partners to prepare trial, submission and right-to-operate documents.

- ◆ Acted as lead editor for two major submissions (US and EU) and took over as lead editor partway through another submission
- ◆ Assisted communications associates with formatting, proofreading, editing, technical coordination, quality check, and publishing of protocols, clinical study reports, regulatory responses, and other documents
- ◆ Liaised between writers and publishing to ensure highest quality documents and on-time document delivery
- ◆ Acted as business area shell coordinator on the Shell Review Committee, creating, updating, and editing language and styles in templates for regulatory documents

**Volt Technical Resources** Indianapolis, Indiana July 2006–March 2007

*Scientific Communications Editorial Assistant (contractor) at Eli Lilly and Company*

Formatted, edited, validated, and performed quality checks for submission and right-to-operate documents going to US and international regulatory agencies.

**Purdue University** West Lafayette, Indiana August 2004–August 2006

*Teaching Assistant*

Instructed 2 sections each semester (approximately 56 students) of COM 114, Fundamentals of Speech Communication, developing lesson plans and guiding students in creating, developing, and improving content of presentations, speaking skills, technical presentation skills, and content and use of presentation aids.

**D&G Ltd, LLC** Indianapolis, Indiana October 2000–April 2004

Acted as an administrative and editorial assistant while developing knowledge and experience to become a project manager, then added the role of administrator to project-management responsibilities. In various capacities, worked closely with clients, employees, and vendors to coordinate production of projects from manuscript to published, bound products, including formatting, proofreading, and layout of textbooks for several educational levels, popular books, and standardized test booklets.

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## EDUCATION

**Purdue University** West Lafayette, Indiana 2004–2006

- ◆ M.A., Health Communication
- ◆ Minors: Health Care and Society; Culture and Religion in Society

**University of Indianapolis** Indianapolis, Indiana 1998–2002

- ◆ B.A., English, Business Administration
- ◆ Minor, Writing and Publishing (focus on technical editing, copyediting)