

LILA STROMER EDITORIAL SERVICES

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<http://www.lilastromereditorial.com> / <http://www.linkedin.com/in/lmstromer>

Summary

- Work with clients to make sure projects are crisp, clean, and clear.
- +15 years as an onsite or remote editor of academic, business, and creative writing.
- Successful publication for US-based and international clients (print and electronic).
- Moves seamlessly between different types of projects.
- Substantial experience editing all levels of writers (experienced, novice, EFL, etc.).
- Collaborates with clients (individual and team-based) to make sure needs and expectations are met.
- Communicates effectively over phone, e-mail, and video chat.
- Many first-time clients become recurring clients and recommend my work to others.

Editorial Responsibilities (select sample list):

Line-by-line edit; polish and rewrite for clarity; reorganize paragraphs or sections; delete repeated information; compare citations to references and vice versa; conformance with style manual/house style; correct wording (EFL authors); query if copyrighted items have permissions approval; check URLs; compare tables/figures to text and vice versa; and other duties worked out with each client.

BOOKS IN PROCESS

The Day the Music Stopped

Currently with multiple agents; by Casey J. Hayes

- Book about Willy Rosen, a famous Cabaret star of the Weimar Republic, whose history was erased by the Nazis. Starts when Rosen is a young boy studying piano, includes becoming a war hero in WW I, rising fame, entertainment in concentration camps, and ends with his extermination.
- Historical nonfiction based on years of research, with created dialogue based on facts and events.
- Line edits: add consistency to timeline set up by the author, confirm names used throughout (e.g., nickname not yet introduced), etc.
- Suggest a more detailed preface, afterword, and glossary of what happened to the other people important in Rosen's life.
- Work hand-in-hand with author to discuss storyline, rewrites by author, and more.
- <http://lilastromereditorial.com/testimonials-2/> (testimonial on website)

Thorstein Veblen: Economist in Time

Harvard University Press; by Charles Camic (to be published in 2020)

- Organize over one hundred individual documents into a single 74-page master bibliography (all of author's research; also for author's future use).
- In-text citations deleted and moved into endnotes to follow university press style.
- Use master bibliography to insert thousands of sources into endnotes (book is 600+ Word pages).
- Format all sources to Chicago Manual of Style.
- Endnote numbers inserted strategically to avoid long strings references in single notes.
- Comments left for author when needed sources were still missing from master bibliography.
- Insert rewrites in all chapters as submitted by the author; check if insertions affect endnotes.
- Add consistency to spelling of terms; create project style guide for the press.
- Second book with this author.

PUBLISHED BOOKS: ACADEMIC

Varieties of Green Business: Industries, Nations and Time

Edward Elgar Publishing; by Geoffrey Jones

- Line edit of 8 chapters and 16 tables.
- Add uniformity to references, citations, and style (all chapters previously published individually).
- Edit chapters to read as a complete book, not individual articles.
- Acknowledgment in book: <http://bit.ly/GeoffreyJonesbook>.

Women, Literature and Finance in Victorian Britain: Cultures of Investment

Palgrave MacMillan; by Nancy Henry

- Line edit of 8 chapters.
- Organized hundreds of citations and references.
- Researched Worldcat.org to find various reprint dates and editors.
- Acknowledgment in book: <http://bit.ly/NancyHenrybook>.

Working Law: Courts, Corporations, and Symbolic Civil Rights

Chicago University Press; by Lauren Edelman

- Line edit of 9 chapters.
- Shorten all citations upon second appearance.
- Verify court case names, book or chapter titles, and author names across chapters.
- Create list of table titles as a separate document for the publisher.
- Remove italicization of terms after first usage throughout the book.
- <http://lilastromereditorial.com/testimonials-2/> (testimonial on website)

Drone Wars: Transforming Conflict, War, and Policy

Cambridge University Press; edited by Peter L. Bergen and Daniel Rothenberg

- Line edit of 22 chapters in compendium written by scholars, journalists, and military.
- Keep “voice” of each author while adding uniformity to style and repeated terminology.
- Compare and rewrite hundreds of repeated references for consistent wording and style.
- Query editors for preference when multiple spellings of terminology occur.
- Format shorter quotes from block to inset at each occurrence to add consistency.
- Delete URLs as requested by the editors.
- Acknowledgment in book: <http://bit.ly/BergenRothenbergbook> (search for “Lila Stromer,” Kindle edition); see also <http://lilastromereditorial.com/testimonials-2/> (testimonial on website).

Corruption and Human Rights Law in Africa

Hart Publishing; by Kolawole Olaniyan

- Line edit of 7 chapters.
- Delete repetitive wording and repeated sections across chapters.
- Create Glossary of terms and organizations.
- Acknowledgment in book: <http://bit.ly/Olaniyan> (p. x).

Ethnicity and Empire in Kenya: Loyalty and Martial Race among the Kamba c. 1800 to the Present

Cambridge University Press; by Myles Osborne

- Line edit of 10 chapters, bibliography, introduction, epilogue, and index.
- Format bibliography for consistency; verify short citations match throughout.
- Add uniformity to hyphenation, page elides, capitalization, punctuation, etc.
- Insert missing style codes.
- Work closely with author and production editor via e-mail.
- Acknowledgment in book: <http://bit.ly/MylesOsborne> (search for “Lila Stromer,” Kindle edition).

PUBLISHED BOOKS: ACADEMIC (CONT.):

The Unwieldy American State: Administrative Politics after 1945

Cambridge University Press; by Joanna L. Grisinger

- Line edit of 5 chapters plus Conclusion.
- Verify use of abbreviations within and across chapters; edit List of Abbreviations.
- Compare all references to full bibliography, reformat as needed. (Typeset bibliography: 36 pages.)

Having People, Having Heart: Charity, Sustainable Development, and Problems of Dependence in Central Uganda, Chicago University Press; by China Rose Scherz

- Line edit of 8 chapters.
- Remove passages that appear in more than one chapter; select most logical placement.
- Verify pseudonyms are consistent across all chapters.
- Acknowledgment in book: <http://bit.ly/ChinaScherz> (search for “Lila Stromer,” Kindle edition).

Finding Pathways: Mixed-Method Research for Studying Causal Mechanisms

Cambridge University Press; by Nicholas Weller and Jeb Barnes

- Line edit of 9 chapters.
- Rewrite sections for clarity or add information (based on other chapters) where sentences miss flow.
- Highlight where citations appear to be missing.
- Acknowledgment in book on p. viii.

Cultures of Legality: Judicialization and Political Activism in Latin America

Cambridge University Press; edited by Javier Couso, Alexandra Huneu, and Rachel Sieder

- Compare 5 chapters by different authors for style consistency: numbers, foreign terms, italics, serial comma, hyphenation, and capitalization.
- Compare cites and references in each chapter.
- Format references to match across chapters: foreign titles, elide page ranges, etc.

Essential Writings of Thorstein Veblen

Francis & Taylor Press; edited by Charles Camic and Geoffrey M. Hodgson

- Line edit editors’ introductions (4 sections).
- Emend table of contents, chapter titles, and running heads.
- Remove errors: split words, punctuation, misspellings, internal page numbering.
- Insert additional text and endnotes as submitted by editors.
- Acknowledgment in book on p. 39, and <http://lilastromereditorial.com/testimonials-2/> (testimonial on website).

PUBLISHED BOOKS: NONFICTION

EmpowerEd: Using Real Case Examples to Look Deeper into IEP Management

Amazon, Jennifer O. Price, Esq.

- Line edit of 8 chapters.
- Reorganize sections for more logical flow.
- Create Glossary of Terms.
- Query author when additional information for context needed.
- Acknowledgment in book: <http://bit.ly/JenniferPrice> (search for “Lila Stromer,” Kindle edition).

PUBLISHED BOOKS: NONFICTION (CONT.):

Superhealing: Engaging Your Mind, Body, and Spirit to Create Optimal Health and Well-Being

HCI; by Elaine R. Ferguson, MD

- Rewrite partial sentences into complete thoughts and paragraphs.
- Remove repetitive information.
- Research incomplete cites; insert missing publication information in references.

The Day the Crabs Got Out: The Revival of Black America

Lulu Publishing Services; by Eddie Taylor

- Line edit of 7 chapters, Introduction, and Conclusion.
- Reorganize paragraphs for better structure and logic.
- Suggest when cuts can be made to remove redundancy or when more text is needed for continuity.
- Rewrite sections for clarity.
- <http://lilastromereditorial.com/testimonials-2/> (testimonial on website)

How to Move Black America Forward

By Eddie Taylor

Lulu Publishing Services; by Eddie Taylor

- Line edit of 11 short stories and Introduction.
- Rewrite to add clarification or specificity to concepts.
- Add consistency to use of pronouns.
- Research dates as needed.
- Format song titles and political events for consistency throughout stories.
- <http://lilastromereditorial.com/testimonials-2/> (testimonial on website).

Riddles in Accountable Care

CreateSpace Independent Publishing; by Eran Bellin

- Annotate when pronouns shift without explanation (e.g., you versus we).
- Offer suggestions on the use of colored font throughout the book and amount of white space.
- Add table numbers and titles when missing.
- Edits made to clarify the use of past and present tense within paragraphs.

Don't Medicate—Educate! One Family, Three Cases of Autism, Safe Treatment for Dangerous Behavior

CreateSpace Independent Publishing; by Ilana Slaff, MD

- Written by a doctor whose two brothers and daughter have been diagnosed with autism.
- Offer suggestions on combining the more personal stories with the more academic information for a smoother read for both laypeople/family members and academics/medical practitioners.
- Query author when quotes are not attributed.
- Suggest when more background would be helpful for context (e.g., various laws).

I'm A Fan: How I Married U2 into My Life Without Going to the Altar

CreateSpace Independent Publishing; by Eric Shivvers

- Memoir how music, and particularly the band U2, affected the author's life.
- Development edit: suggest ideas for clarity of thought, style, and word choice. Ask delving questions; suggest ideas to be carried into future chapters.

ACADEMIC JOURNALS

PoLAR: Political and Legal Anthropology Review (ongoing since 2008)

Peer-reviewed social science journal on the anthropology of law and politics.

- Line edit of 20–30 articles per year (2 to 3 issues per volume).
- Notify editors when substantial or Institutional Review Board queries arise.
- Create bullet points of notable edits for managing editor to send to authors.
- Create house style.

Enterprise & Society (ongoing since 2016)

Peer-reviewed journal on business history.

- Line edit of manuscripts and book reviews (4 issues per volume).
- Direct contact with the manuscript authors and book reviewers.
- Add coding for typesetter (headers, figures, tables, bibliography, etc.).

Law and Social Inquiry (Managing Editor, full-time, 2004–2010)

Peer-reviewed social science journal at the intersection of law and other disciplines

- Line edit of more than 140 academic manuscripts accepted for publication.
- Meet 100% of all deadlines by maintaining multiple production schedules.
- Balance multiple daily tasks with needs of authors, referees, editors, board, and publishing staff.
- Review typeset proofs: 1,100 pages per volume. Editing done in PDF.
- Edited articles and typeset proofs exchanged with publisher via FTP.
- Create house style guide.

PUBLISHED ACADEMIC ARTICLES

“Industrial Policy in China: The Planned Growth of 400 Industrial Towns in the Cantonese Region,” *Cambridge Journal of Regions, Economy, and Society*, by Elisa Barbieri, Marco Rodolfo Di Tommaso, Chiara Pollio, Lauretta Rubini

“The Child Support Debt Bubble,” *UC Irvine Law Review*, by Tonya Brito

“The Right to Civil Counsel,” *Daedalus*; by Tonya Brito

“Do Patents Enable Disclosure? Strategic Innovation Management of the Four-Stroke Engine,” *Industrial and Corporate Change*; by Patricio Sáiz and Rubén Amengual

“Patent Collaboration Networks in Sweden and Spain during the Second Industrial Revolution,” *Journal of Industry and Innovation*; by David E. Andersson, Pablo Galaso, and Patricio Sáiz

“Brand and Its History, Part I: Trademarks in Branding: Legal Issues and Commercial Practices,” *Journal of Business History*; by Patricio Sáiz and Rafael Castro

“The Brand and Its History, Part II: Branding, Culture, and National Identity,” *Journal of Business History*, by Rafael Castro and Patricio Sáiz

“Dreaming of the West: The Power of the Brand in Soviet Lithuania, 1960s–1980s,” *Journal of Business History*, by Brigita Tranavičiūtė

“The Royal House of Isabel I of Castile (1492–1504): Use of Silk, Wool and Linen according to the Accounts of Gonzalo de Baeza,” *Studies in Historical Textiles*, by Nadia Fernández de Pinedo and María Paz Moral

PUBLISHED ACADEMIC ARTICLES (CONT.):

"Developmental Rent Management Analysis: Learning, Upgrading, and Innovation," *Journal of Economic Issues*; by Christine Ngo

"Caring for Them Like Family: How Structure and Culture Simultaneously Influence Contemporary African American Middle- and Upper-Middle-Class Mothers' Kin and Community Childcare Choices," *Sociology of Race & Ethnicity*; by Dawn Marie Dow

"Integrated Motherhood: Beyond Traditional Ideologies of Motherhood," *Journal of Marriage and Family*; by Dawn Marie Dow

"Negotiating 'The Welfare Queen' and 'The Strong Black Woman': African American Middle-Class Mothers' Work and Family Perspectives," *Sociological Perspectives*; by Dawn Marie Dow

"The Deadly Challenges of Raising African American Boys: Navigating the Controlling Image of the 'Thug,'" *Gender & Society*; by Dawn Dow

"The Racialization of Legal Categories in the First U.S. Census," *Social Science History*, by Rebecca Jean Emigh, Dylan Riley, and Patricia Ahmed (Winner, 2015 SSHA Founders Prize)

"Development Mobilities: Identity and Authority in an Angolan Development Programme," *Journal of Ethnic and Migration Studies*; by Rebecca Warne Peters

"Grandpa Wen: Scene and Political Performance," *Sociological Theory*; by Bin Xu

"Skin Color and the Criminal Justice System: Beyond Black-White Disparities in Sentencing," *Journal of Empirical Legal Studies*; by Traci Burch

"Local Value Chain Development in Vietnam: Technical Learning and Rents Management," *Journal of Contemporary Asia*; by Christine Ngo

"Disembedding Grain: Golden Rice, the Green Revolution, and Heirloom Seeds in the Philippines" *Agriculture and Human Values*, by Glenn Davis Stone and Dominic Glover

ACADEMIC PROOFREADING

Book: *Augmentative and Alternative Communication: Supporting Children and Adults with Complex Communication Needs*, 4th ed., Paul H. Brookes Publishing Co.; by David R. Beukelman and Pat Mirenda

- Proofread 18 chapters (491 typeset pages).
- Compare edited chapters in Word to typeset chapters in PDF.
- Compare more than 75 figures and tables to individual files in Word and Photoshop.

Book: *Consultation with Parents and Infants in the Perinatal Period*

By Paul H. Brookes Publishing Co.; by Zack Boukydis

- Proofread 8 chapters.
- Note changes (e.g., reference to appendix that no longer exists).
- Confirm heading styles used consistently.

ACADEMIC PROOFREADING (CONT.):

Book: *Stanley Fish on Philosophy, Politics, and Law: How Fish Works*

Cambridge University Press; by Michael Robertson

- Proofread of 12 chapters, conclusion, references, and index (362 typeset pages).
- Note inconsistency in US-English spelling, paragraph formatting, serial comma usage, page elides, etc.

Article: “How Far Does the Apple Fall from the Tree? The Size of English Bank Branch Networks in the Nineteenth Century,” by Victoria Barnes and Lucy Newton in *Business History*

Grant Proposals, Christine Ngo, Professor, University of Denver

- Proofread proposals to fund academic work, including to write a book, attend overseas conference, perform overseas fieldwork, hire translators.
- Confirm that proposals match university requirements.

ACADEMIC PRESENTATIONS

“Producing Justice in Poor People’s Courts: Four Models of State Legal Actors,” by Tonya Brito, presented as part of the Center for the Study of Wealth & Inequality Seminar Series, Columbia University, Institute for Social and Economic Research Policy.

“From Difficult to Deadly: Gendered Challenges Raising African American Children,” by Dawn Dow, presented at American Sociological Association Annual Meeting, Las Vegas, NV.

“Learning, Upgrading and Innovation in the Telecommunication Industry in Vietnam: A Rent Management Analysis,” by Christine Ngo, paper presented at Allied Social Science Association Annual Meeting, Philadelphia, PA.

“Technology Adoption in Rent-Seeking Economies: A Theoretical Framework,” by Christine Ngo, presented at the Summer Institute for the Preservation of the History of Economic Thought, Jepson School of Leadership Studies, University of Richmond, Richmond, VA.

“Developmental Rent Management Analysis: Learning, Upgrading, and Innovation,” by Christine Ngo, presented at the Conference of the Association of Heterodox Economics, London Metropolitan University, London. Published *Journal of Economic Issues*.

“Industrialisation and the Triangular Rent-Seeking Relationship between Vietnam, Japan, and China in Vietnam’s Motorcycle Industry,” by Christine Ngo, presented at the Conference of the Association of Heterodox Economics, London Metropolitan University, London.

ACADEMIC DISSERTATIONS AND THESES

A Case Study of a Mixed Methods Study Engaged in Integrated Data Analysis

Program in Research Methodology, Loyola University; by Daniela Maria Schiazza

- Line edit of 6 chapters.
- Rewrite to clarify concepts or query author.
- Query heading levels and titles.
- Format citations.

ACADEMIC DISSERTATIONS AND THESES (CONT.):

Linked In: The Software and IT Services Sector in India's Economic Growth Development, 1980-2011

School of Oriental and African Studies, Dept. of Economics, University of London; by Grace Kite

- Line edit of 8 chapters, adding more academic language as requested by author.
- Edit 35 figures and 2 appendices.
- Verify repeating notes and sources match across dissertation.

Technology Adoption in Rent-Seeking Economies: The Case of Vietnam

School of Oriental and African Studies, Dept. of Economics, University of London; by Christine Ngo

- Line edit of 7 chapters, 40 figures, 32 tables, and 1 appendix.
- Rewrite or insert language to complete concepts.
- Format headings and subheadings in text and Table of Contents; suggest revised heading titles.
- Query when cites missing information; suggest additional footnotes.
- Reformat bibliography.
- Query when tables repeat information across dissertation.

Political Economy of Consumer Debt in Developing Countries: Evidence from Turkey

School of Oriental and African Studies, Dept. of Economics, University of London; by Elif Karacimen

- Line edit of 9 chapters, 53 figures, and 21 tables.
- Rewrite for clarity and correct wording (EFL author).
- Reorganize text as needed for flow.
- Edit Glossary.

More Myself

Department of English, San José State University; by Karin McKie

- Developmental edit of 13 stories, preface, acknowledgments, and bibliography.
- Suggest when word choice could strengthen stories; note if metaphors altered midstory.
- Query when story is not clear or differs in voice from other stories.

BUSINESS EDITING

American Institutes for Research/Publications Department (ongoing since 2012)

- Line edit of complex proposals or completed project reports for federal, state, or local agencies.
- Edit in Word and PowerPoint.
- Edit multipage Word tables.
- Follow project-specific instructions sent with each proposal and report.

BOLD (multiple brands/online resume and career solutions)

- Line edit articles related to resumes, job hunting, etc. for all types of businesses and positions.
- Create detailed style guide based on AP style.
- Close communication with full-time Contributor Network Manager.
- Follow SEO instructions sent with each blog.
- Blogs written by authors of varying quality; edit to add uniformity for company voice.

BUSINESS EDITING (CONT.):

ThinkGlink Publishing

- Line edit of 100 finance articles for ThinkGlink's Best Money Moves.
- Line edit of 35 finance articles for their client (Equifax), a credit bureau.
- Line edit of 86 finance articles for their client (CredAbility), a credit-counseling agency.
- Rewrite sections when unclear or missing information.
- Edit blogs to sound colloquial and approachable.
- Topics include insurance, identity theft, home selling and buying, saving money, credit cards, etc.

MyCreditHealth.com

- Line edit of more than 100 articles on personal finance, insurance, identity theft, and more.
- Rewrite sections when unclear or missing information.
- Research sources when text appears to be unattributed direct quotes, and query editor.
- Create house style based on AP.

The New School

- Line edit of 5 class catalogs (course catalogs encompassing every class for 5 schools).
- Line edit of 32-page Monitoring Report, written by multiple people; rewrite sections for uniform voice and style; verify names, positions, and program titles match across the report.
- Line edit of 8 chapters of Self-Study Report and corresponding 21-page Strategic Plan, written by multiple people; rewrite sections for uniform voice and style; format all chapters to follow the same style (number of heading levels, level styles, etc.).
- Follow The New School house style.

MedicareNewsGroup.com (20 hours per week both onsite and remote; 2011–2013)

- Line edit content related to Medicare, including government, legislative, and advocacy organizations in all 50 states; and national political, educational, and bipartisan and nonpartisan organizations.
- Line edit original news stories, commentaries, FAQs, etc.) in Word, Google Docs, and Sitefinity CMS.
- Verify upon publication that in-house style was met (headlines limited to two lines, etc.).
- From CMS published content, create daily newsletter using Constant Contact.
- Add house style uniformity to all content.
- Review all web content at beta testing stage; upload missing information.
- Create house style guide based on AP and Centers for Medicare & Medicaid Services.
- Find missing content or organizations via Internet search.

Triebold Paleontology, Inc./Museum Exhibition Guides, "Darwin & Dinosaurs"

- Line edit of 54-page visitor exhibit guide and 94-page museum exhibit set-up specification guide.
- Add style uniformity in both documents: punctuation, italicization, capitalization, date format, etc.
- Rewrite sections for clarity.
- Exhibit set-up specification guide: compare diagrams and exhibition descriptions across document.
- Visitor exhibit guide: compare image credits to images/illustration/photos/portraits across document.

S&P Capital IQ

- Line edit information for 130 financial products for a new website for S&P's Capital IQ.
- Check for consistent terminology among products.
- Highlight poorly written product text, inconsistencies (e.g., usage of numbers), missing data, etc.

BUSINESS EDITING (CONT.):

Tree House Humane Society

- Developmental edit of fundraising appeals, brochures, letters from the Executive Director, etc.
- Developmental edit of bimonthly magazine and multiple Year in Review magazines.
- Development edit of "Everything You've Always Wanted to Know about Cats."
- Create house style guide (based on Chicago Manual of Style).

LearningMate/Learning Objectives Correlation for Pearson's MyPoliSciLab (American Gov't/PoliSci)

- Line edit series of 4-level student assessments (pretest, posttest, chapter exam, and formative) based on Bloom's hierarchy of learning.
- Confirm Learning Objectives (LOs) against chapters to ensure questions answerable from the text.
- Flag ambiguous questions or questions that do not fit guidelines. Rewrite if change is uncomplicated.
- Follow specific guidelines to meet question requirements (e.g., use of gender-specific terms; no answer repeated in any of the tests; 1 correct answer and 4 distractors per question, etc.).
- Check LO numbers for accuracy (e.g., answers appear in LO 18.2 section of chapter for questions tagged LO 18.2). Fix tests as needed.
- Substitute questions when needed: note Bloom's level of question; replace with question at the same level. Open separate files to select prewritten questions; cut and paste into LO grid.
- Check coverage of all LOs for proper number of total questions per test and for correct Bloom's balance within each test.

BUSINESS WRITING:

BarCharts (publisher of laminated guides)

- Write 20-page guide on AP style; final product is laminated 8x11 trifold.
- Select information from the AP Stylebook to be included (e.g., ethics, special sections of AP Stylebook, social media usage, punctuation, spelling, etc.).
- Take the major points of the information to create bullet lists by section.
- Audience: anyone learning AP or in need of a reminder: students, journalists, businesses, etc.

Jackson Heights Beautification Group (JHBG)/View from the Heights Quarterly Newsletter (Editor)

- Write "Editor's Take" each issue.
- Copyedit all articles.
- Create or field ideas for articles.
- Find writers, and assist in fleshing out articles as needed.
- Develop writer guidelines.
- Select photos, and edit in Photoshop.
- Create layout in InDesign.
- Close contact with the board president, photographers, graphic designer, printer, and board members.

Gryll Law

- Write and edit content for updated website (www.gryll.com/).
- Collaborate to meet requirements of family-run firm specializing in corporate law: professional yet friendly, and ability to meet all levels of client (individual to conglomerate).

BUSINESS PROOFREADING

Editorial Freelancers Association (ongoing since 2018)

Proofread monthly member newsletter.

BUSINESS PROOFREADING (CONT.):

First Eagle Investment Management (FEIM)

- Proofread brochures, commentaries, and prospectuses.
- Annotate missing or misspelled words and missing or incorrect punctuation.
- Annotate capitalization and hyphenation that does not meet company style.
- Proofread 65-page Request for Proposal.
- Mark-up in PDF.

JLL (Jones Lang LaSalle/real estate and investment management firm)

- Proofread 29-page marketing brochure.
- Annotate if title formatting does not match across sections.
- Compare Table of Contents to section titles.
- Highlight if headers, footers, and page numbers are incorrect or have layout issues.
- Annotate misspelled words, inconsistencies in punctuation, and spacing issues.

BUSINESS PROOFREADING

APTARA/*Fire and Emergency Services: Safety and Survival*, TestGen for Pearson

- Compare individual tests to corresponding chapters for accuracy of answers.
- Leave comments when issues arise (e.g., missing or incorrect answers, numbering inaccurate, etc.).
- Compare Word tests to PDF chapters.
- Add consistency to sister PowerPoint slides (i.e., type of bullet and font, acronyms, etc.).

Symmetry

- Fact-check via Internet search and phone calling to update contact information for various state government agencies, medical clinics, and social service organizations for a nationwide directory.
- Edits made in Acrobat and Word.
- Original directory and corrected edits exchanged via FTP site.

Chicago Women in Publishing (CWIP)/Web Editor

- Line edit stories in Word and edit photos in Photoshop.
- Upload updated pages via FileZilla.
- Updates include monthly CWIP events, events for other organizations, articles, etc.
- Edit HTML using Adobe Dreamweaver.

CREATIVE (SAMPLE LIST)

- Former Literary Manager, Next Theater.
- Former script reader, Tony Award-winning theaters (Steppenwolf, Victory Gardens).
- Former theater reviewer, Center Stage.
- *Always at the Beginning*, by Barbara Dolinsky
 - Film treatment of autobiography for submission to independent film producers.
 - Rewrite letter to be sent to independent filmmakers.
 - Format treatment to meet industry standards.
 - Offer website ideas for examples of treatments.
- *800*, by Björn Björnsson
 - Historical fantasy screenplay, set in Iceland.
 - Add missing continuity.
 - Offer suggestions in scenes for more coherent timeline.
 - Propose alternative action in scenes to add heightened drama.
- Company photographer, ShawChicago.

TECHNICAL SKILLS

American Psychological Association (APA)
Associated Press (AP)
Chicago Manual of Style (CMoS)
Microsoft Office Suite, Adobe Acrobat Professional (PDF), Adobe Photoshop, Google Docs
Tools: Google Chat, Slack, Asana
Video Conferencing: FaceTime, GoToMeeting, GoToWebinar, Zoom
File Sharing: Dropbox, Google Drive

TRAINING

University of Chicago Graham School of Continuing Education: Basic Copyediting
Mediabistro: Grammar and Punctuation; Writing and Editing for the Web; Children's Picture Book Writing
Udemy: Editing Mastery: How to Edit Writing to Perfection
Discovery Center: Proofreading
New York Institute of Photography Certificate Program
B.A. in English, State University College at Oneonta, NY

VOLUNTEER

EFA Conference, NYC (2006) and Chicago (2019): months of prep work via e-mail and in-person; work with vendors; offer ideas on location, sessions, presenters, etc.; assist as needed at conference.

PROFESSIONAL AFFILIATIONS

Editorial Freelancers Association
Freelancers Union