

Samuel D. Robertson
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Objective

I am seeking a position in academic editing and proofreading.

Qualifications

- Experience in academic editing for scholars, doctoral candidates, and textbook publishing
- Excellent writing, editing, verbal, and customer service skills
- Certificate in Teaching English as a Second Language
- Experience with APA and Chicago styles
- Excellent research skills
- Very creative and interested in multiple areas (Social Sciences, Education, Asian Studies, Environment, Design, Art, Media)

Education

MLIS, Pratt Institute School of Library and Information Science (2006-2008)

Selected Coursework: Collection Development, Cataloging, Information Policy, Electronic Publishing, Cultural and Museum Informatics, Information Architecture and Usability; Foreign Study: Art and Architecture in Florence (Summer 2007)

B.A., Bard College, Theater and Film (1988-1992)

Professional Certificates

Graduate Business Program on Digital China, School of Management, Fudan University, Shanghai, China (July 2019).

Teaching English as a Foreign Language, International Open Academy (March 2019).

Selected Professional Experience

Editor and researcher, www.chinasresourcerisks.com. Edit policy blog and website, contribute articles and research (August 2020-present, part-time).

*Freelance Proofreader and Copy Editor for dissertation candidates in the College of Education and Human Services, **Montclair State University**, and the Division of Global Affairs, **Rutgers University** (2019-present). Edit and proofread dissertations for final submission according to departmental standards (APA style, Chicago style).*

Freelance Academic Editor, Proofreader, and Researcher (2010-present). Edit scholarly manuscripts in Political Science and Asian Studies for publication in scholarly journals. Proofread speeches and PowerPoint slides for conference presentations. Provide digital, library, and video research on political, historical, and cultural subjects.

Exhibit Staff Member, Doyle Auctions (October 2019-present, part-time, on hiatus due to COVID-19). Contributed to public education work on art and antiques. Assisted with art installation.

Lecturer on American Culture, East China Normal University (May 2019). Lectured to undergraduate and postgraduate students on American cultural topics.

English Conversation Group Facilitator and Tutor. Facilitated English conversation groups in Vladivostok, Russia (October 2018); private English tutor in Shanghai (Spring 2019) and New York City (ongoing).

Consultant, textbook revision project for **Pearson Higher Education**. (January-May 2011). Contributed video clips and accompanying text to a college text, *International Relations* (Goldstein and Pevehouse, 2011). Proofread textbook question revisions.

TV and Film Actor (full details available upon request – ongoing).

Information Architecture Consultant, New York, NY. (2008-2010). Advised corporate clients on the usability of interfaces and the importance of people-centered design with the result of improved end-user experience and branding.

Cataloging and Sales, Swan Antiques, New York, NY. (1998-2010). Created original client database, promoted business at regional antique shows, and managed records for an inventory of textiles and 18th and 19th century antiques.

Computer Experience

Databases: Lexis-Nexis, EBSCOHost, FirstSearch, Gale Group, Wilson Web, DIALOG, FirstGov, Factiva, Proquest, JSTO

Programs: Microsoft Office suite (including Excel, Access, PowerPoint, Word)

Web: Skilled in multiple search engines and web browsers and markup language

Language Skills

French, Italian (proficient), Chinese (beginner), Russian (basic)

Foreign Travel Experience

China, Russia, Malaysia, Singapore, Kyrgyzstan, Turkey, France, United Kingdom, Italy, Ireland, Canada, Mongolia, Japan

Other Interests

Developing new media at the intersection of art and technology, curating art and fabric exhibits and installations, collecting antiquarian books

References Available Upon Request