**Kelly Burch**  *remote, freelance, back-of-book indexer*

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***experience indexing these* *types* *of* *manuscripts***

* academic scholarly literature
* textbooks
* trade books
* periodicals
* travel literature
* memoirs, biographies
* cookbooks
* self-help books
* creative nonfiction
* reference works

***education and training***

* USDA Graduate School

completion of Indexing Program

* University of New Mexico

M.A. English

* University of California, Los Angeles

B.A. English

***remote office technology***

*I maintain updated technology; fast, reliable Internet access; and a secure, private workspace employing the following:*

* MS Office
* Adobe Acrobat
* Sky Index Pro

***clients****,**current and previous*

A Past Preserved, Barron’s Educational, Berghahn Books, Cambridge University Press, Devenish Press, Georgetown University Press, Grand Canyon Conservancy, Hackett Publishing, Impact Publishers, Institute for Research in Classical Philosophy and Science, Labyrinth Publications, Left Coast Press, McFarland, Mercury House, MIT Press, New Georgia Press, Personal History Productions, PRO-ED, Inc., Sage Publications, Salem Press, Sourcebooks, Stanford University Press, University of California Press, Women in Print, and many independent authors and editors

***professional memberships***

American Society for Indexing

Bay Area Editors’ Forum

***subject* *area* *experience***

anthropology, archaeology, art criticism, art history, Asian studies, autobiography, biography, classical studies, comparative literature, cultural history, cultural studies, education, ethnic history, ethnic studies, film studies, folklore and mythology, guidebooks, health and medicine, history of medicine, history of religion, humanism, humanities, language history, linguistics, literature, literary criticism, medieval history, memoir, philosophy, poetics, political science, prehistory, psychology, psychiatry, religious studies, renaissance, social history, social studies, sociology, text analysis, US history, world history

***professional* *strengths***

* experience creating more than one hundred indexes
* create back-of-book indexes (subject, name, author, geography, symbol)
* compile thorough, reader-oriented indexes
* conform to style specifications and space restrictions
* devise suitable index terms to express the concepts in the text concisely and precisely
* organize the index so users can easily find what they are looking for
* carefully analyze the text
* identify the important concepts
* provide links between related, sometimes unnamed concepts
* allow for alternative approaches from users
* edit completed indexes for consistency, correctness, clarity, structure
* meticulous attention to accuracy
* understand textual content in selecting and transcribing terms to represent textual themes
* intelligent, tactful, clear author queries
* rapid, efficient service; quick turnaround; strict adherence to deadlines
* meticulous attention to detail
* strong organizational, analytical, and problem-solving skills
* flexible; prioritize client needs
* self-motivator
* strong communication skills
* careful adherence to confidentiality and business ethics

***continuing education***

*conferences*:2015–2022American Society for Indexing, 47th–54nd Annual Conferences

*webinars:* ASI, Aboutness, Embedded Indexing, Ethics in Indexing, Indexes Locorum, Indexing Lives, PDFs in the Indexing Process, Speed, Subheadings, Successful Subheadings, Taming the Metatopic, Textbook Indexing

*seminars:* Society for Technical Communication, Indexing Technical Documents: Approaches

*online courses:* UC Berkeley Extension, Indexing: Theory and Application