

# Kelsey Hartman

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## SUMMARY

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Versatile editor with a demonstrated track record of producing high-quality content. Skilled in Microsoft Word; adept at managing multiple projects; keen eye for detail. Experience includes editing 260+ academic journal articles under tight deadlines.

## EDUCATION

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**University of Bremen**, Bremen, Germany **May 2023**

MA in International Relations.

- MA thesis nominated for Dean's Prize.

**University of California, Berkeley**, Berkeley, California **Aug 2018**

BA in Peace and Conflict Studies, Minor in Journalism.

- High Distinction in General Scholarship; High Departmental Honors; Phi Beta Kappa Honors Society.

## PROFESSIONAL EXPERIENCE

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**Multidisciplinary Digital Publishing Institute (MDPI)**, remote **Jan 2023–Present**

*Freelance English Editor*

- Edit and proofread academic journal articles for English grammar, syntax, and clarity.
- Maintain authors' voices while adapting language to adhere to MDPI's house style and the ACS style guide.
- Balance multiple papers simultaneously and meet 18 and 24-hour turnaround deadlines.
- Edit texts from multiple fields, including Biology, Chemistry, Medicine, Engineering, and Social Sciences.
- Have edited 260+ journal articles with no late submissions.

**SOCIUM Research Center on Inequality and Social Policy**, Bremen, Germany **Jul–Sep 2022**

*Research Assistant, Global Developments in Health Care Systems Project*

- Copy-edited and proofread project texts for English language accuracy and clarity.
- Collected, organized, and analyzed healthcare legislation and secondary sources using reference management software Zotero.

**Jacobs University Bremen**, Bremen, Germany **Sep–Dec 2021**

*Teaching Assistant, Academic Writing Course*

- Edited, evaluated, and provided written feedback on 15 undergraduate students' literature reviews and research papers.
- Offered individualized support and guidance on best practices of academic research and writing during weekly office hours.

**An-Najah National University; Collective Aid; Americana Language School; Ringle** **2018–2020**

*English Teacher; Nablus, Palestine; Obrenovac, Serbia; Chernivtsi, Ukraine; remote*

- Developed and taught conversation, grammar, and skills-based English classes for adults, including university students, refugees, and business professionals.
- Edited student and client texts for English grammar and clarity.

**UC Berkeley Writing Center**, Berkeley, CA **2017–2018**

*Writing Tutor*

- Assisted peers in planning, drafting, and editing academic and professional writing across a variety of disciplines.
- Participated in and facilitated weekly seminars to discuss literature on tutoring best practices, including awareness around issues of racial, linguistic, gender, and ability justice.

## LANGUAGES & SKILLS

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- Native English, upper-intermediate Spanish, lower-intermediate German.
- MS Office, Microsoft Teams, Sharepoint, Google Drive; exceptional time management, attention to detail, and communication.