

Education

Hon. BSc., University of Toronto: Psychology (specialist), Criminology (specialist) 2007
Hon. B.A., University of Toronto: English (specialist), Art History (specialist), Linguistics (specialist) 2005

Professional Development

Editing Certificate, Simon Fraser University 2013
Publishing Certificate, Ryerson University 2009

Editorial Experience

Freelance Editor, Proofreader, Indexer, and Researcher 2001-present

- Provide the following services to journals, journal publishers, and independent scholars: copyediting, proofreading, clearing permissions and rights, and applying electronic tagging.
- Experienced in editing, creating, and formatting information graphics and illustrations, as well as developing, researching, and working with complex art programs, figures, and tables.
- Experienced in developing editorial style guides and style sheets for compositors.
- Journal client list includes:
 - American Chemical Society
 - American Society of Civil Engineers
 - Lumina Datamatics
 - Oxford Journals
 - Oxford University Press
 - University of Toronto Press
- Journal list includes:
 - American Chemical Society's suite of journals
 - American Society of Civil Engineers' suite of journals
 - Acta Odontologica Scandinavica
 - Applied Linguistics
 - Cartographica
 - Clinical Infectious Diseases
 - Endocrine Reviews
 - Endocrinology
 - Journal of Breast Imaging
 - Journal of Clinical Endocrinology & Metabolism
 - Journal of Crustacean Biology
 - Journal of Pediatric Psychology
 - Journal of Semantics
 - Journal of the Endocrine Society
 - Journal of Veterinary Medicine
 - Medical Mycology
 - Oxford Medical Case Reports

Editorial Assistant, American Chemical Society 2012-2014 (contract)

- Copyedited, proofread, and completed electronic tagging for the American Chemical Society's suite of journals.
- Responsible for the typesetting and layout of select journal issues.
- Redrew tables and figures and ensured that the quality of reproduced images were up to publishing standards.
- Managed the article submission and peer review process.
- Oversaw the transition from in-house to outsourced composition and printing for select journals.
- Responsible for the quality control of published journals by completing thorough pre- and post-publishing sweeps and ensuring freelancers' work and final results were up to standard.
- Liaised with journal editors, authors, academic institutions, research institutions, and freelancers to resolve issues and ensure that the production of each journal issue was seamless and on time.

Senior Editor, Oxford University Press Canada 2007-2009

- Oversaw the project management and development of over 170 titles and their online ancillary materials in both the hard, soft, technical, and life sciences.
- Responsible for editing at all levels (developmental, structural, stylistic, copy editing), proofreading, and indexing.

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Senior Editor, Journals Division, University of Toronto Press, Inc.

2003-2007

- Copyedited, proofread, and completed electronic tagging for all UTP and client journals.
- Responsible for the typesetting and layout of select journals and journal issues.
- Responsible for redesigning the interior of all UTP and client journals for online presentation and publishing on digital platforms and channels.
- Managed the book review process for all journals.
- Developed and maintained style guides for each of the journals listed above.

Computer Software and Equipment

- MS: Word, Excel, PowerPoint, Publisher
- Adobe: InDesign, Acrobat, InCopy, Photoshop, Illustrator

Professional Affiliations

- Association of American University Presses
- Editors Canada
- Editorial Freelancers Association
- European Association of Science Editors (EASE)
- Indexing Society of Canada
- Society for Scholarly Publishing
- Textbook and Academic Authors Association