**Ryan Dunlop**

**Editor | Tutor**

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**Summary of Qualifications**

* Have over seven years of detail-oriented editing experience with repeat clients
* Draft style sheets and consult/follow style guides
* Adhere to project briefs
* Anticipate clients’ editing problems and provide solutions
* Studied and excelled in the publishing program (GPA 3.82) at Ryerson University
* Learned copyediting, proofreading, typesetting, and ebook production
* Routinely use MS Word and Acrobat Pro for editing markup
* Earned a BA-English and an MA-English (96.6% average | GPA 4.03)
* Have proficient language skills—written and vocal (see education in English and editing)
* Research databases, journals, and textbooks using different interfaces and programs
* Work well as an independent freelancer and as a part of teams with fellow editors

**Experience**

Jan. 2009–Present **Freelance Editor and Tutor**

* Work with Palgrave Macmillan, Taylor & Francis, Newgen Knowledge Works, Proof-reading-services.com, and independent authors
* Edit trade manuscripts, monographs, journal articles, essays, theses, dissertations, translations, and presentations
* Diplomatically communicate and negotiate with clients, authors, and project editors
* Continue to develop skills in copyediting, proofreading, and line (stylistic) editing
* Specialize in English literature analysis, philosophy, and logic
* Teach essay writing, diction, essay structure, grammar, style choices, and style guide use (MLA, New Hart’s Rules, and CMOS)

**Main Responsibilities:**

* Copyediting academic monographs and manuscripts
* Maintaining US or UK spelling with various selections and changes in style choices
* Compiling and/or updating style sheets
* Diplomatically querying authors and project editors about style sheet choices
* Fact-checking
* Editing grammar, spelling, punctuation, and diction
* Maintaining consistency in style and authorial voice throughout the manuscript

**Please visit my LinkedIn profile to view some of the books that I’ve edited**

Feb.–June 2014 **Vendor Fair Coordinator** | Editors Canada

* Worked independently to find and contact vendors
* Worked as a team with fellow vendor fair coordinator
* Worked as a team with various coordinators and co-chairs
* Used Dropbox to share and organize documents
* Created a list of vendors with their relevant information
* Attended weekly conference calls
* Kept potential vendors, social media coordinators, and co-chairs apprised
* Recruited publishers and volunteers
* Wrote and edited website content and eblast content
* Responded to vendors’ questions via email
* Organized a floor plan and assigned volunteers to vendors
* Drafted, sent, and ensured the return of contracts
* Collected fees/commissions

Jan. 2009–Aug. 2010 **Teaching Assistant** | University of British Columbia

* **Courses** — Readings in Narrative, The History of the Book, Poetry and Drama, and University Writing
* Tutored 2–3 groups of 25–35 students per semester
* Led discussion and supervised lectures
* Assigned readings and discussion topics before tutoring sessions
* Suggested directions for essay topics
* Encouraged teamwork in class and individual study outside the classroom
* Held weekly office hours; graded essays, tests, and assignments
* Routinely reported progress to supervisors (professors) via email and in person
* Attended weekly meetings
* Photocopied daily materials for class
* Promptly responded to students’ questions via email

**Computer Skills/Tools**

* Microsoft Word
* Microsoft Excel
* Adobe Acrobat Pro
* HTML (HTML5 and XHTML) and CSS—in Notepad++

**Education**

**Professional Development** | Editors Canada

**Seminars Completed**

* Eight-Step Editing
* Helpful Queries to Authors
* Author–Editor Relations
* E-Publishing Essentials for Editors
* Proofreading

**Conference Sessions Completed**

* e-Reading, e-Editing, and e-Publishing
* e-Merging in Social Media to Win Clients
* Every Good Ebook Needs a Good Editor
* Do You Speak Brand?
* How to Edit a Blog (And When and Why You Should)
* The Future of Self-Publishing
* How to Leverage LinkedIn to Showcase Editorial Experience

May–Dec. 2013 **Publishing Certificate Program** | Ryerson University

**Courses Completed**

* Copyediting
* Proofreading
* Indexing
* Publishing and Production
* Digital Production
* Visual Skills
* Trade Publishing
* Education

Jan. 2009–Aug. 2010 **MA** in English and critical studies, University of British Columbia (UBC)

Sept. 2002–May 2007 **BA** in English, UBC

Sept. 2005–Apr. 2008 **Freelance and Volunteer Editor and Tutor**, UBC

* Consulted on English literature analysis
* Instructed on essay writing skills and language skills
* Prepared essay templates and logical arrangements of arguments
* Copyedited and line edited essays and assignments

**Languages** (other than native Canadian English)

* French: Passed a reading and writing fluency exam, University of British Columbia