

Heidi Ward

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FREELANCE WORK:

Content Editor	The Enemy LLC, College Board, Little Passports, Six Red Marbles
Copy Editor	Integramed, RAPP, Sparks&Honey, Gartner, Benchmark Education Company, College Board, AdventureKEEN, Girl Friday Productions, Reader's Digest, Becton Dickinson, Penton Media, A Pass Educational Group, Manning Publications, DocumentedNY.com, Science Philanthropy Alliance, Tribune Publishing Company, Little Passports, Great Minds, Catapult, Newsela, Scribe Concepts, Highlights for Children, Three Hound Game Design, Tapas Media, J-Novel Club, Penguin Young Readers
Fact Checker	Girl Friday Productions, World Screen, Little Passports
Proofreader	Becker&Mayer, Yen Press, infinitely big, Girl Friday Productions, Snavelly Associates, Jump Start Press, Newsela, Scribe Concepts, Tapas Media
Writer, Children's Content	Benchmark Education Company, 22 MediaWorks, Amazon Rapids
Writer, Comic Script	Benchmark Education Company
Narrator	Benchmark Education Company
Writer/Reporter	AOL Patch Tarrytown, Kirkus Reviews, Play Magazine online, MusicToob.com, In Touch Weekly, Edge Publications, Buzzscope.com, Atomic Paintbrush
Researcher	Curriculum Associates

PROFESSIONAL EXPERIENCE:

2015 – present	Freelance Editor, Writer, Copy Editor, Proofreader (see above)
2012 – 2015	Project Editor—Benchmark Education Company, New Rochelle, NY <ul style="list-style-type: none">• Managed products in all stages of development, working collaboratively with other departments.• Facilitated the conversion of print products to digital platforms.• Researched, wrote, and edited copy and art specifications for books and student activities.• Created writer's guidelines, reviewed manuscripts, gave feedback, rewrote as necessary.• Created guidelines for audio recordings, assessed finished audio, suggested changes as needed.
2009 – 2014	Copy Editor— Benchmark Education Company, New Rochelle, NY <ul style="list-style-type: none">• Copyedited and proofread a wide range of print and Web-based materials.• Checked details and consistency of publications and made corrections to computerized files.• Fact checked, indexed, and made style sheets.
2008 – 2009	Managing Editor – Games Abyss, Inc. (www.gamesabyss.com) <ul style="list-style-type: none">• Conceptualized content for website. Wrote weekly articles.• Assigned, proofread, and edited all staff-created content of the site.
2007 – 2008	Associate Editor/Marketing Assistant – Sterling & Ross Publishers, New York, NY <ul style="list-style-type: none">• Read, reviewed, and assessed query letters and manuscripts.• Checked for grammar, style, syntax, and consistency of author's voice. Suggested changes.• Provided input to graphic designers for flyers and book jackets. Typeset manuscript in InDesign.• Wrote and sent press releases; secured advertising, including targeted Internet campaigns.
2005 – 2007	Sales Administrator – Olympus Surgical and Industrial, Orangeburg, NY
2003 – 2004	Editorial Assistant – Wizard Magazine, Congers, NY <ul style="list-style-type: none">• Interviewed subjects, researched and wrote articles.• Participated in content planning meetings.

EDUCATION:

- Bachelor of Science in Journalism/Bachelor of Arts in German (**Middle Tennessee State University**)
- German intensive semester (**Johannes Gutenberg-Universität Mainz, College of Applied Linguistics and Cultural Studies**)
- Comic Editing and Project Management course (**Comics Experience**)

SKILLS:

- Knowledge of AP Style/Chicago Manual of Style
- Microsoft Office/Adobe Suite/and more