

Education

Editing Certificate, Simon Fraser University, Vancouver, BC, 2022.

Creative Non-Fiction, University of Toronto, Toronto, ON, 2020-2021.

MBA (Executive), Athabasca University, Alberta Advanced Education Graduate Scholarship, Athabasca, AB, 2007.

BA, Psychology (Major), English (Minor), University of Calgary, Calgary, AB, 1991.

Summer French Bursary Program, Université Laval, Québec City, QC, 1990.

Volunteering

Editors Canada (current): 2022 Conference Committee, Website Task Force, Webinar Host, Boldface Newsletter Editor, Certification Exam Pilot Tester, 2021 Conference Session Host.

CANADEM (past): International Election Observer, Ukraine.

Canadian Red Cross (past): Council Member, Alberta.

Alberta Community Council on HIV (past): Chair of the Board of Directors.

Association of Japan Exchange & Teaching (past): National Representative.

Distress Centre Calgary (past): Crisis Counsellor.

Katherine Morton, MBA, BA—Professional Editor

I have over thirty years' experience editing and writing in the corporate, nonprofit, and academic sectors, including structural editing, stylistic editing, copy editing, and proofreading. I simplify and clarify materials—and I am experienced with editing materials from native and non-native English language writers.

My editing experience includes large nonprofit government reports, nonprofit and corporate proposals, market reports, business plans, strategic plans, operational plans, annual reports, corporate and educational manuals, journal articles, book chapters, concept notes, white papers, position papers, blogs, newsletters, newspaper articles, magazine articles, press releases, marketing materials, contracts, film subtitles, résumés, and CVs.

Editing and Writing Experience

Academic

Editor: Dille, T, et al. "Stuck in temporal translation? Challenges of discrepant temporal structures in interorganisational project collaboration." Forthcoming.

Editor: Djikanovic, B., Celik, H., Simic, S., Matejic, B., and Cucic, V. "Health professionals' perception of intimate partner violence against women in Serbia: Opportunities and barriers for response improvement." *Patient Education and Counseling*, 80 (2010): 88–93.

Editor: Djikanovic, B., Marinkovic, J., Jankovic, J., Vujanac, V., and Simic, S. "Gender differences in smoking experience and cessation: Do wealth and education matter equally for women and men in Serbia?" *Journal of Public Health*, Volume 33, Issue 1 (March 2011): 31–38.

Editor: Feddersen, J, and Hernes, T. "The connecting of events: Toward a temporal understanding of event strength." Forthcoming.

Editor: Gichuyia, Nkatha. "Nairobi City Market: The versatile afterlife of a colonial-era building in a postcolonial world." Book chapter. Forthcoming.

Editor: Hernes, T, and Obstfeld, D. "A temporal narrative view of sensemaking." Forthcoming.

Editor: Schultz, Majken. "The strategy-identity nexus: The relevance of their temporal interplay to climate change." Forthcoming.

Editor: Viale, Giulia. "When the modern was the tradition." *Architectural Histories*. Forthcoming

Editor: While I was an undergraduate student in Psychology and English, one of the (many!) part-time jobs I picked up was editing a computer science manual for the computer science department at the University of Calgary.

Teacher: I taught English as an alternate language to junior high school students and adults for three years in Japan, for the Ministry of Education.

Professional Affiliations

Editors Canada, member.

Secret security clearance with Global Affairs Canada, effective May 27, 2019, Cyber Security Cooperation Program (CSCP).

Association of Fundraising Professionals, past member.

Languages

English — Native

French — Intermediate

Japanese — Intermediate

Corporate

Level, Inc., www.level.ca

As a *consultant*, I am Level's go-to professional editor for all their corporate needs, including proposals and total market reports.

The Health Aisle, www.thehealthaisle.com

As a *consultant*, I edit health blogs for a mostly Southeast Asian market.

PURE Global Imports, Inc., <https://pureglobal.ca>

When the company was starting up, I edited its first website.

The Dent Guy, Inc.

As a *consultant*, I edited the company's franchise manual.

Bernard Callebaut®

As a *consultant*, I edited the chocolatier's first website.

Kids Only Clothing Club, Inc.

While employed as *marketing coordinator*, in addition to other responsibilities, I edited the consultant sales manual, produced a monthly print newsletter, and produced weekly internal newsletters.

Nonprofit/Associations

Proteknôn Foundation for Innovation and Learning, www.proteknon.net

As a *consultant*, I edited a global report on child protection for a major third-party client.

Canadian Feed The Children, <https://canadianfeedthechildren.ca>

As the *vice president of programs*, I oversaw all programming that included compiling and ensuring final edits of large government funding proposals and reports with my global team in East Africa and South America and writing consultant contracts. Upon departure I designed and wrote a comprehensive knowledge management document.

Aga Khan Foundation Canada, www.akfc.ca

During my time as *senior program manager*, I redesigned a 1000-page government funding report to a more concise and succinct 250-page report. The funder remarked that it was the best report they had ever received. I continued to edit these reports on a biannual basis, continually improving their design. I also oversaw and edited numerous funding proposals and contracts. I worked across teams in central Asia, South Asia, North Africa, and Sub-Saharan Africa with non-native English speakers.

Other Training

University of Alberta, Indigenous Canada, 2021.

University of Bern, International Program Development Evaluation Training (IPDET), Bern, 2019.

UNFPA, Prevention of Sexual Exploitation & Abuse, 2019.

UNDSS, BSAFE, 2019; Advanced Security in the Field, 2010.

Makerere University, Human Centred Design, Kampala, 2017.

Aga Khan Foundation Canada, Gender Equality and Environment, Ottawa, 2017; Conflict Resolution and Security, Ottawa, 2016.

Canadian Red Cross, Operations Management, Ottawa, 2015; Results Based Management, Kuala Lumpur, 2012; Introduction to Humanitarian Law, Calgary, 2010.

International Federation of the Red Cross / Red Crescent, Humanitarian Diplomacy, Columbo, 2012.

International Committee of the Red Cross, Movement Partnership, Columbo, 2012.

EvalPartners/UNICEF: Equity-Focused Evaluation, 2012.

UN SDLS, Conflict Management for Leaders and Managers, Geneva, 2011.

Institut de Français, two four-week intensive French courses, Villefranche-sur-Mer, 2009 and 2011.

Canadian Red Cross, www.redcross.ca

I held many roles at the Canadian Red Cross including *organizational development delegate* and *country representative* in Sri Lanka and the Maldives, and *senior adviser* for strategic partnerships. During my time there, I oversaw the development of an organizational development plan for the Maldivian Red Crescent and then wrote a proposal to fund the plan. I oversaw the development of a strategic exit plan for the Canadian Red Cross in Sri Lanka and was then asked to do the same for the Canadian Red Cross in Indonesia and Haiti. While in Indonesia, I wrote a concept note to fund the exit plan. I oversaw and edited biannual funding reports, working across teams of non-native English speakers in South Asia, West Africa, and Central America. While contracted as a *senior adviser* in Ottawa, I oversaw and edited funding reports and wrote position papers.

International Trade Centre, www.intracen.org

As a six-month *business strategy contractor* in Geneva, I wrote an operations strategy for export development.

Ann & Sandy Cross Conservation Area, www.crossconservation.org

Arthritis Society, Alberta Chapter, <https://arthritis.ca>

Katimavik, <https://katimavik.org>

Horizon Housing Society, www.horizonhousing.ab.ca

Parkinson's Society of Southern Alberta (now Parkinson Association of Alberta), <https://parkinsonassociation.ca>

While contracted as *interim chief executive officer/executive director* for each of these organizations, I wrote/oversaw funding proposals and regular board of director reports. I oversaw and edited funding reports. For each organization I designed and wrote comprehensive knowledge management documents.

Canadian Society for International Health (now Canadian Association for Global Health), <https://cagh-acsm.org>

As the *program manager* in Serbia and Bosnia, I ensured the final editing of regular funding reports from my team.

Agriteam Canada Consulting, Ltd. (now Alinea International), www.alineainternational.com

As a contracted *evaluator* in the Philippines, I researched and wrote an evaluation for a large CIDA-funded five-year poverty reduction project.

The Leukemia & Lymphoma Society of Canada, www.llscanada.org

As the first *executive director* in Alberta, I wrote the first business plan, strategic plan, operations plan, and all funding proposals. Upon departure I designed and wrote a comprehensive knowledge management document.

Other Training

UNITAR-POCI, Introduction to the UN System, 2007.

Canadian Foreign Service Institute, Pre-departure Course in Intercultural Effectiveness, Toronto, 2006.

Ghost River Rediscovery, Aboriginal Awareness Training, Kananaskis, 2002.

Association of Fundraising Professionals, Certified Fundraising Executive (CFRE) Course, Calgary, 2001.

University of Calgary, Cultural Diversity Institute, 2000.

AIDS Calgary (now HIV Community Link), <https://hivcl.org>

I was employed as *volunteer management coordinator* and quickly promoted to *director of communications and development*. During my time there I designed and developed annual communications and fundraising strategies; redesigned and edited the volunteer manual; oversaw and edited funding proposals, reports, and position papers; wrote and edited press releases; and was the managing editor of the quarterly newsletter. Upon departure I designed and wrote a comprehensive knowledge management document.

The Association for Japan Exchange and Teaching, <https://ajet.net>

While teaching English in Japan as part of the Japan Exchange and Teaching (JET) Programme, I was guest editor of *Amaterasu*, a women's magazine for JET teachers.

Other Editing and Writing Experience

I have redesigned and edited dozens of résumés, CVs, cover letters, and application packages for individuals globally.

I had great fun editing subtitles for a short film, *Amorfo* (Juan Walle, Director, Fonexión Producciones, 2008).

In preparation for the 2002 Winter Olympics in Salt Lake City, I designed and wrote the sponsorship package for Speed Skating Olympian Michelle Morton.

Publications

Morton, Katherine. "Value Chain Analysis of Private-Sector Investment to Increase Employment Among Women and Men in the Philippines." Athabasca University, 2007.

Morton, Katherine. "Ergonomics." *Business Dynamics*, May 1999: 34–38.

Morton, Katherine. "Hemporium." *Where Calgary*, April 1999: 78.

Morton, Katherine. "Leaving the Corporate Nest." *Business Dynamics*, March 1999: 33–36.

Morton, Katherine. "Remedies for Cabin Fever." *Where Calgary*, January 1999: 14–16.

Plus, various *Calgary Sun* lifestyle articles.

Presentations/Speaking

I have given dozens of presentations globally, both individually and within panels, to audiences of up to 1000 people. I've facilitated numerous workshops and moderated other speakers' presentations. As media spokesperson for various organizations, I've given many live radio and TV interviews as well as appeared on TV morning shows and noon and evening news programs.