

LIA KERSHAW

kershaw.lia@gmail.com

4112 SE Yamhill Street, Portland, OR 97214

(610) 613-7105

EMPLOYMENT EXPERIENCE

Senior Technical Editor, Integral Consulting Inc., Portland, OR. October 2017 to present.

Technical Editor, Integral Consulting Inc., Portland, OR. November 2015 to October 2017.

- Perform editorial review of technical reports and memoranda for environmental consulting firm.
- Edit and format text, references, tables, figures, and appendices using Word, Excel, PowerPoint, and Acrobat.
- Edit for readability, style, consistency, and grammar following company style guidelines and Chicago Manual of Style.
- Create bookmarked PDFs for client electronic deliverables.
- Work with Publications team to produce new templates and perform quality assurance review.
- Edit and format corporate resumes and prepare PDFs for distribution.
- Produce bound hard copy reports and labeled discs for client deliverables.
- Review and format conference materials including PowerPoint presentations.
- Review press releases announcing conference presentations, publications, and other professional achievements of Integral staff.
- Post company press releases on Integral's website and corporate LinkedIn page.
- Edit and update marketing materials using InDesign.

Report Production Manager, Archaeological Investigations Northwest, Portland, OR. May 2011 to November 2015.

- Managed and logged all steps of cultural resource report production, from assigning report numbers to producing deliverables for clients to archiving files.
- Edited and formatted report text, references, tables, photographs, and appendices.
- Edited for style, consistency, and grammar following SAA and Chicago Manual of Style guidelines.
- Produced bound hard copies of reports and electronic deliverables on discs or flash drives for clients.
- Created and updated report templates.
- Trained new staff on policies and procedures for report production and formatting.
- Maintained electronic inventory of all books, reports, and periodicals in in-house library.
- Organized and filed all photographs taken during company fieldwork.
- Maintained Access database of archaeological resource temporary and Smithsonian numbers and associated projects/reports.
- Edited company entries in Washington's Historic Property Inventory database.
- Updated company WordPress website as needed.

Editorial Review Professional, Stream Global Services, Beaverton, OR. November 2010 to April 2011.

- Thoroughly checked search engine advertisements for relevancy, spelling, grammar, and style.
- Ensured advertisers' adherence to policy guidelines, preventing disallowed content from serving online.
- Approved or rejected advertisements and suggested changes as needed.
- Assisted other team members with approval/rejection processes, answered questions regarding policies, and performed second proof on their work.

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Contract Assistant, Third Brain Studio, Portland, OR. November 2010 to February 2011 (as needed).

- Assisted owner of qualitative user experience research firm that incorporates ethnographic methods.
- Combined contact lists in Excel and Constant Contact, creating master file for marketing mailings.
- Researched and compiled information on various email marketing providers for comparison.
- Created spreadsheet of user experience, research, and other conferences relevant to business interests.

Advertising Production Assistant, Center for Professional Education, Inc., Broomall, PA. June 2005 to June 2010.

- Proofread and edited catalogs, fax and email blasts, letters, brochures, web content, and marketing materials.
- Trained new employees on company proofreading procedures.
- Sent seminar materials and biographies to instructors for review and processed any edits.
- Entered information about seminars, locations, and dates into company database.
- Maintained organized filing systems for instructor biographies, ad copy, and archived catalogs.

CONFERENCE PRESENTATION

Kershaw, L. (2005, February). *Ethnographic Study of the Beginnings of a College Television Station*.

Presented in roundtable discussion at the 7th Annual Chicago Ethnography Conference.

SOFTWARE

Microsoft Office (Word, Excel, PowerPoint, Outlook, Publisher, Access)

Adobe Acrobat and InDesign

WordPress

SharePoint

EDUCATION

Widener University, Chester, PA

Bachelor of Arts in Behavioral Science

Concentration: Anthropology; **Minor:** Communications

Graduated Magna cum Laude (GPA: 3.65) in May 2004