

Mary Lukkonen

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EMPLOYMENT

BALTIC EDITORIAL

November 2016 – Present

Owner/Editor

Helsinki, Finland

Provide editorial and communications support; edit and format reports, journal articles, fact sheets, presentations, proposals, web pages, and correspondence; work with individual and corporate clients; work with non-native English speakers; adhere to appropriate style guide; meet deadlines.

NATIONAL RENEWABLE ENERGY LABORATORY (NREL)

May 2010 – May 2014

Technical Editor/Project Manager

Golden, Colorado, USA

Provided communications support to the members of the Strategic Energy Analysis Center (SEAC); edited and formatted technical reports, journal articles, fact sheets, conference papers, blogs, presentations, and proposals; adhered to the NREL or other applicable style guide; created the monthly SEAC newsletter; acquired and tracked appropriate documentation for publication; met deadlines; managed projects through the publications process; obtained required legal review; coordinated with graphic designers and web designers; ran webinars.

- Led the redesign of the energy analysis newsletter.
- Acted as publications contact for the Analysis and EERE Corporate section.
- Contributed to the communications office publications review process update.
- Trained new hires and contractors on our team's publications processes and standards.

PEARSON

June 2007 – August 2008

Associate Editor

Shoreview, Minnesota, USA

Edited low-level textbooks for grades 6-12; fact checked data using reputable sources; answer checked problems and exercises; edited audio books for correct pronunciation and completeness; contributed ideas at editorial, design, and production meetings; selected appropriate images for publications; adhered to *Chicago Manual of Style* and in-house style guidelines; met deadlines.

- Led editorial team on *Caught Reading* © 2008, a series of instructional reading books including 8 workbooks, 14 novels, a teacher's manual, and an assessment manual.
- Created InCopy procedures manual for departmental use.

THOMSON REUTERS

April 2005 – June 2007

Senior Editor/Publishing Specialist

Eagan, Minnesota, USA

Updated law publications ensuring all amendments were properly made, titling was correct throughout, the cover and front matter were accurate, and the layout read well; coordinated and collaborated with teammates to ensure deadlines were met; proofread documents for correct markup and fixed errors.

- Managed the production of five customs publications annually and two customs publications quarterly.
- Produced thorough instruction manual for pending legislation team.

STAR TRIBUNE

2003 – 2007

Sports Copy Aide

Minneapolis, Minnesota, USA

Seasonal position in which I updated roster and schedule information for high school sports; accurately and efficiently input scores, statistics, and highlights received via phone call or fax to the publishing system; interviewed coaches and players.

- Reported on high school sporting events, including section playoff games.
- Transcribed audiotapes for Sid Hartman.

CONTRACT/FREELANCE EXPERIENCE

Translator Scandinavia, Editor/Proofreader

March 2019 – Present

- Edit and proofread business documents and presentations.

University of Helsinki, Language Revisor

February 2017 – Present

- Revise academic journal articles.

Cactus Communications, Freelance Editor

May 2016 – Present

NREL, Communications Contractor

August 2014 – Present

- Edit and format technical documents.

Minnesota State University, Mankato - CESR, Graduate Assistant - Editor

2009 – 2010

- Edited journal articles and formatted articles to appropriate style.

Data Recognition Corporation, Proofreader

February–March 2009

Children's Home Society & Family Services, Grant Writing Intern

Autumn 2008

VOLUNTEER EXPERIENCE

Helsinki Roller Derby, Treasurer

January 2018 – Present

American Women's Club in Finland, Treasurer

June 2017 – May 2018

Hel'z Belles Roller Derby, Events Chair

September 2015 – August 2016

- Planned and promoted events, raised funds, updated Facebook, updated website content.

Helsinki Roller Derby, Web Department Member

September 2014 – July 2015

- Updated Facebook, wrote news articles, updated website, edited articles.

Denver Cooperative Preschool, Communications Chair

June 2013 – June 2014

- Maintained Facebook and blog, wrote and sent quarterly newsletters and weekly emails, managed team of four volunteers, attended monthly board meeting.

EDUCATION

Master of Arts, English: Technical Communication
Minnesota State University, Mankato, USA – 2010

Bachelor of Arts, Communication Studies major, Sociology minor
Hamline University, St. Paul, Minnesota, USA – 2001

ADDITIONAL SKILLS AND EXPERIENCES

- Daptiv; EndNote; Google Docs; GoToWebinar; Microsoft Excel, Outlook, PowerPoint, and Word
- Society of Technical Communication (STC) member: 2009 – 2010; 2014 – 2015
- Nordic Editors and Translators (NEaT) member: 2016 – Present

REFERENCES

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