Nora Miller
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Professional Summary:

- Articulate and technical professional with extensive experience in writing, editing, and proofreading a broad range of educational, business, consumer, government, academic, and scientific topics; especially management, computer science, mathematics, language, cognition, psychology, websites,. Designs and produces books, reports, internal communications, training manuals, policies, etc. Capable and imaginative trainer, quick and comprehensive researcher. Experienced team leader, equally comfortable working independently. Math degree. Also experienced in customer service, data management, programming, and management. Budget skills, website programming, database support.

Experience:

Freelance Data Consultant, Website Technical Support
January 2010 - present

Synergy Consulting, Inc.
Portland, OR

- Website and database design, implementation, programming, and support. Business writing, project plan development. Evaluate and convert data for website access. Analyze, program, and document complex Excel models. Freelance.

Freelance Editor, Proofreader, Writer
January 2003 - present

StudioGraphia - IEEE and Wiley Publishing
Assoc for Computing Machinery
FYIOnlineLearning   Scribendi.com
Victory Productions   AGI Training, Inc
Teacher to Teacher   ACT Testing - Workkeys

- Provide writing, editing, proofreading, and rewriting services to clients on a project or piece basis, on documents ranging from scientific papers, reviews, and novels to business correspondence, tutorials, and user manuals. Write and edit course modules for math and history of science textbooks. Edit and layout books for publication. Develop math-oriented test questions. Freelance.

Executive Editor
March 2014 – July 2014

GIST Publishing, Inc
Lake Mary, FL

- Oversee production of new books. Write and edit technical training material, develop, design, and produce books on neuroscience and the scientific use of language. Full-time. (Company closed due to death of founder.)

Editor in Chief
April 2007 – December 2008

Institute of General Semantics
Fort Worth, TX

- Edited *ETC, a Review of General Semantics*, a quarterly language and cognitive science journal with a circulation of approximately 1,000. Managed author submissions, selected and edited articles and artwork, prepared each issue, worked with layout specialists and publishers, oversaw final publication and distribution. Unpaid position.

Website Technical Support   Synergy Consulting, Inc.
February 2003 - 2012   NW Power and Conservation Council
                                       Portland, OR

- Provide training and technical support to users of Bonneville Power Administration's Energy Efficiency Planning, Tracking, and Reporting website, on-site and by phone and email. Educate and assist users in proper use of site and supporting forms. Update spreadsheet calculators and data. Work with programmers to resolve problems with data or .asp pages. Update and query SQL database. Contract part-time.

Information Systems Manager   NW Power and Conservation Council
February 1982 - January 2003   Portland, OR

- Managed all aspects of a multi-server Microsoft Windows 2000 and NT network with 40 networked PCs running Windows 2000. Evaluated, purchased and installed software and equipment; managed Windows NT/2000 domain, MS Exchange and Internet access. Configured and managed telephone equipment, voice and data services, teleconferencing, and sound systems. Supervised two assistants and contract personnel as needed. Interacted with vendors for contracted hardware and software services. Full-time.

- Trained and assisted 60 users ranging from secretaries and politicians to programmers, economists and lawyers. Supported users of MS Windows and Office, Access, econometric and engineering modeling, FORTRAN and Visual Basic programming, accounting, graphics and web publishing. Provided technical assistance on complex Word documents, PowerPoint presentations, and Excel spreadsheets. Assisted in development and maintenance of employee policy manual. Designed and managed agency website. Equipped and supported eight regional offices using Windows 2000 networks.

Education:

Bachelor of Science, 1979   **Johnson State College**
Mathematics, Magna cum Laude   Johnson, VT
Minor in Psychology

Skills:

Verbal   Articulate, creative and technical writer, editor, proofreader, researcher, fact-checker, trainer. Native English speaker. Familiar with CMOS, APA, AP styles.

Software   Adobe InDesign, Acrobat, Photoshop, Dreamweaver, MathType, MS Office all versions, HTML, Javascript, PaintshopPro, Wordpress, Drupal, MS Windows all version, SQL, MS Exchange 5.5-2K3, Fortran

Cloud and Publishers Services: CreateSpace, Kindle Direct Publishing, Smashwords, Lightning Source, Xlibris, Google Drive, Dropbox, SkyDrive