

Rebecca Hutchinson

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Editor/Proofreader/Researcher/Writer

Skilled at restructuring for clarity, flow and syntax • Well-versed with grammar rules and spelling (US) conventions • Thorough with researching and fact-checking • Careful with author queries • Capable of writing for different mediums and audiences • Capable of synthesizing complex material • Proficient with Microsoft Office, Adobe Acrobat, and several desktop publishing programs • Familiar with AP, AMA and Chicago styles

Editorial experience

Copyeditor/Proofreader/Fact-checker

Bank of America, Wilmington, DE, April 2011—present

Copyedit, re-write and proofread various financial documents, including annual reports, prospectus guides, web sites, white papers and case studies • Annotate PDFs using a paperless system • Ensure that colleagues' queries in PDFs are resolved thoroughly • Fact-check trademarking and proprietary information • Track versioning

Editor/Writer

University of Delaware, Newark, DE, July 2003—November 2009

Wrote articles on a range of topics for use in campus publications, including *UDaily*, the online campus newspaper, and the *Messenger*, the alumni magazine • Conducted research and interviews with subject matter experts, professors, students, and administrators • Read professors' books and wrote articles/abstracts on them

Associate editor

Out & About Magazine, Wilmington, DE, July 2001—July 2003

Wrote and edited articles on a range of human interest topics • Line edited and proofread all content for all issues • Was responsible for layout of three separate sections of the magazine, as well as for all photo captions

Researcher/Writer/Proofreader

Independent School Management, Wilmington, DE, September 1991—September 1999

Wrote and edited articles for flagship publication, *Ideas & Perspectives* • Researched topics for articles • Proofread all materials prior to printing • Was assistant editor of *Teachers in Touch*, a newsletter for new teachers

Other work experience

Adjunct instructor

Delaware Technical and Community College, Stanton, DE, August 2009—present

Teach a college-level course in English composition each semester to 21 students of varying abilities, majors and ages • Work individually with struggling students in areas of need • Create ancillary course materials

Teacher

Bayard Elementary School, Wilmington, DE, September 1999—July 2001

Taught first grade • Created daily lesson plans with specialized activities for low-performing students

Education

Master of Education • Wilmington University, Wilmington, DE, May 1999

Bachelor of Arts (English and commercial art) • Washington College, Chestertown, MD, May 1991

References, samples and links

Provided upon request