

Rachael Lammie, Freelance Editor

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SKILLS PROFILE

- Proven skill in time management, report writing, editing, and compilation
- Proven ability to assist clients with ESL academic editing and English grammar
- Demonstrated ability to collaborate with multi-disciplinary teams in producing cohesive reports

PROFESSIONAL EXPERIENCE

Freelance Editor, Proof It Publishing & Document Editing **2017–Present**

- Provide copy editing and proofreading services for clients regarding various document types.
- Provide clients with ESL more detailed revisions and document assistance with English grammar.
- Extensive experience editing manuscripts in social science, computer science, and economics.

Copy Editing Subcontracts:

- ServiceScape Professional Editing Services 2024–Present
- Choice Language Services, Taipei, Taiwan 2019–Present
- Canative Energy, Canada 2018–Present
- Indigi-X, Alberta Canada 2018–2020
- Beaches & Trails Publishing 2018–2019

Research Ethics Assistant, MacEwan University (Edmonton, AB) **2016–2017**

- Acting Research Ethics Coordinator: Disseminating research applications for the Research Ethics Board (REB), along with minutes, agendas, and reports to the research council.
- Compiled the final report for the Canadian Council on Animal Care's interim audit (2017).
- Created and implemented campus-wide online ethics management system *ROMEO*, including training materials, fact sheets, info sessions, and one-on-one consultations.

Administrative Assistant, Diversified Staffing Inc. (Edmonton, AB) **2015–2016**

- Performed general office duties, including reception, file organization, and data management.
- Bookkeeping (A/P and A/R), maintained databases, copy editing, and prepared status reports.

Data Supervisor, Métis Archival Project, University of Alberta (Edmonton, AB) **2014–2015**

- Collected and organized genealogical and historical data for several projects.
- Maintained raw data for the Métis National Council's Historical Online Database.
- Drafted research reports and technical manuals, delegated tasks, and verified analyses.
- Performed analyses within large datasets, including historical census and scrip records.
- Copy edited reports, proposals, and memorandums.

Research Assistant, University of Saskatchewan (Saskatoon, SK) **2011–2013**
·Performed data analysis of interviews regarding mental health services.
·Edited reports regarding cultural competency in health promotion and policy.

Research Assistant, Métis Archival Project, University of Alberta (Edmonton, AB) **2010–2011**
Performed library and archive searches for several projects relating to Treaty Rights.
·Edited final copies of technical reports, research reports, and bibliographies.
·Attended stakeholder meetings and disseminated research in community settings.

Special Project Liaison, Department of Family Medicine, University of Alberta **2010**
·Conducted literature reviews for topics discussed at a National Aboriginal Health Conference.
·Facilitated roundtable discussion with Elders during a side panel forum.
·Edited the final conference proceedings.

EDUCATION

Master of Arts Medical Anthropology, University of Saskatchewan **2015**
Thesis-based; <https://harvest.usask.ca/handle/10388/ETD-2015-06-2100>

Bachelor of Arts Anthropology/Native Studies, University of Alberta **2009**
Graduated with Distinction

PROFESSIONAL DEVELOPMENT

Writing Certification, International Association of Business Professionals, IAP Career College (in prog)
Member, ACES: The Society for Editing
Awarded Member, Canadian Business Review Board Best Business, 2022

REFERENCES

Sadeq Rahimi, Professor, Harvard Medical School
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Raylene Whitford, CEO/Director Canative Energy & Indigi-X
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Ye Xue, Post-Doctorate Fellow, China Institute, University of Alberta
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