

# Rachel Elrom

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## EXPERIENCE

### **Global Proposal and Donor Documents Editor**

Pact, December 2015 to Present

- Lead editor for this not-for-profit organization of about 3,000 staff in nearly 40 countries
- Rewrite/revise, substantively and copy edit, proofread, and/or format fund-seeking documents (proposals, capability statements), journal articles and scientific manuscripts, project work plans and activity reports, conference and workshop presentations, research and assessment reports, training materials, white papers, guidelines, briefs, case studies, success stories, newsletters, and press releases
- Advise staff on the proper structure and writing styles associated with each of these unique deliverables, including how to write for and disseminate to diverse audiences, from industry thought leaders and practitioners to government agencies and the general public
- Have written, edited, and/or formatted 371 documents as of July 20, 2019, some as large as 250 pages
- Coordinate editorial calendar and project workflow for up to four overflow and freelance editors
- Set organization-wide standards for writing and formatting (in MS Office suite)
- Implement strategic internal communication, training, and mentoring to ensure proper uptake and execution of these standards, including “office hours,” workshops, and intranet web sites

### **Communications and Documentation Specialist, The TOPS Program**

Save the Children US, November 2014 to December 2015

- Provided writing, editing, branding, formatting, conference, and strategic communication support to this project comprised of 5 organizational member, 7 technical areas, and 18 technical and programmatic staff as the sole communications staffer
- Advised project staff on creating appropriate, useful, and creative products, including technical briefs, conference reports and materials, training materials, and sustainable learning products and e-learning courses
- Designed promotional materials for project activities in general and to target diverse audiences, including event displays, press releases, PowerPoints, Prezis, newsletters, brochures, fact sheets, and business cards
- Revamped TOPS style, created a cohesive style guide, created 29 templates in line with project style, and successfully trained all TOPS staff on using the style guide and templates

### **Independent Editor**

August 2012 to December 2014

- Produced nearly a dozen publications for international development organizations CORE Group, Food for the Hungry, Helen Keller International, and Save the Children US
- Formatted in MS Word and substantively edited, copy edited, or rewrote program descriptions, large-scale training guides, handbooks, quick guides, and other products

### **Instructor and Program/Editorial Assistant**

University of Maryland – College Park, August 2012 to May 2014

- Supported start-up of the new Graduate Studies in Interpreting and Translation program by creating marketing materials and online web sites (in Canvas) for instructors and training instructors on their use
- Instructor of record for 5 sections of COMM 107 Oral Communication: Principles and Practices
- Graduate assistant instructor of 6 discussion sections of COMM 402 Communication Theory and Process

### **Senior Communications Associate, Food and Nutrition Technical Assistance Project (FANTA)**

FHI 360, August 2008 to August 2012

- Provided editorial support to 38 project staff and researchers
- Substantively and copy edited nearly 50 FANTA reports and other deliverables for quality, consistency, terminology, structure, branding, and style
- Designed and managed project work planning and reporting from development to production
- Lead editor, including jointly managing the editorial calendar and workflow, for 9 months, until communications director was hired
- Co-developed e-learning courses for the Global Health eLearning Center and the government of Guatemala and advised United States Agency for International Development offices on e-learning design

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## EDUCATION

### **Master of Arts, Communication, University of Maryland**

August 2012 to June 2014, Research and coursework included intergroup and intercultural communication, qualitative research methods, and questionnaire design

### **Bachelor of Arts, International Relations, Michigan State University**

August 2005 to August 2007, Muslim Studies minor

### **Associate of Arts, Liberal Arts, Oakland Community College**

May 2003 to June 2005, Graduated summa cum laude

### **Continuing Education and Training**

- Certificate, Professional Sequence in Editing, UC Berkeley Extension, in progress
- Proposal Development and Writing, Pact, June 2019
- Introductory and Intermediate Adobe InDesign, Softek Services, Inc., June 2015
- Advanced Course in MS Word, Softek Services, Inc., October 2010
- Designing for Diversity, AED and Ronnie Lipton, September 2010
- Coursework in Editorial Practices, Graduate School USA, August 2009 to June 2010

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## SELECT SKILLS

- Proficient in AMA, AP, APA, Chicago, and MLA styles; can easily and quickly learn and apply any style
- Superior grasp of the English language, including grammar and syntax
- Working knowledge of Arabic, French, Hebrew, and Spanish languages, including proofreading
- Highly proficient in Microsoft Office Suite, Adobe Acrobat Suite, and Section 508 compliance
- Extensive experience designing documents, graphics, forms, and presentations in MS Publisher, MS PowerPoint, Adobe Acrobat, Adobe InDesign, and Adobe Illustrator
- Experienced in running websites/pages on WordPress, SharePoint, Jive, Google Sites, and Canvas

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## HIGHLIGHTED PUBLICATIONS

### **The Organizational Performance Index: A New Method for Measuring International Civil Society Capacity Development Outcomes (*Performance Improvement Quarterly*)**

Journal article for Pact, 2019, substantive editing and coordination of journal requirements, [view here](#)

### **Strengthening Health Care in Nigeria by Convening a State-Level Community of Practice**

Case study for Pact, 2018, substantive editing and restructuring, original design concept and format in MS Publisher, [download here](#)

### **LINKAGES Capacity Development Midline Assessment: Tracking Progress Towards Performance Improvement**

Research report for Pact, 2018, copy editing and simple format in MS Word, [download here](#)

### **Show Me the Money? Not Necessarily: Lessons Learned from Building an Innovation Practice at a Global Nonprofit (*Social Innovations Journal*)**

Journal article for Pact, 2018, copy editing, [view here](#)

### **Reliability Study of Pact's Government Performance Index (GPI)**

Research report for Pact, 2018, substantive editing and simple format in MS Word, [download here](#)

### **10 Best Practices for Creating Top Training Materials**

Thought leadership piece, 2017, author, [view here](#)

### **Assessing HIV Vulnerability in Priority Populations: A Community-Based Formative Research in Zambia**

Research report for Pact, 2016, copy editing and simple format in MS Word, [download here](#)

### **How to Get More Content into Less Space**

Thought leadership piece, 2016, author, [view here](#)

### **Developing Simple Measures of Women's Diet Quality in Developing Countries: Methods and Findings (*Journal of Nutrition*)**

Supplement consisting of 7 journal articles for FANTA, 2010, copy editing and coordination of journal requirements, [view here](#)