**DONNA FRANKEL**

Shelton, CT **∙** 203-260-3901 **∙** dfrankel310@gmail.com **∙** [LinkedIn](http://www.linkedin.com/in/donna-frankel)

Experienced Copy Editor and Proofreader with excellent verbal and written skills, keen attention to detail, ability to multi-task while meeting tight deadlines, and aptitude for producing effective headlines and content to promote brand awareness

**MANAGING EDITOR, COPY EDITOR, AND PROOFREADER—DIGITAL AND PRINT**

American Laboratory/Labcompare, a division of CompareNetworks, South San Francisco, CA, October 2010–August 2019

* Directed all editorial aspects of *American Laboratory* magazine (print, 9 issues/year), including manuscript acquisition and development; review, editing, and proofreading; and layout and design approval
* Reformatted articles from print and posted on American Laboratory and Labcompare websites
* Implemented editorial policy for print and digital channels
* Produced style guide for authors and consulting editors
* Trained and managed consulting editors and freelance writers
* Developed annual editorial calendar based on industry research
* Collaborated with sales and marketing teams on lead-generation strategies
* Increased website traffic by selecting compelling news items to post daily
* Established best practices for posting content in website-building platform

**COPY EDITOR, PROOFREADER, AND MANAGING EDITOR**

International Scientific Communications, Shelton, CT (prior to acquisition by CompareNetworks in 2010)

* Managed workflow of pharmaceutical, clinical, biotechnology, environmental, analytical chemistry, and laboratory management journals
* Acquired, edited, and proofread articles and promotional materials
* Hired and trained proofreaders and reviewed work of freelancers

**PROFESSIONAL ACHIEVEMENTS**

* Produced content that resulted in double the number of leads promised to customers
* Created new opportunities for revenue by pitching ideas to sales team and implementing new content strategies
* Organized and prepared special anniversary issues of *American Laboratory* magazine
* Streamlined workflow and resolved staffing issues by focusing on core strengths of editorial staff

**PROFESSIONAL DEVELOPMENT**

edX, October 2019

**Critical Thinking and Problem-Solving:** Learned how to assess and analyze a problem and design a solution using critical and creative thinking

[Editorial Freelancers Association](https://www.the-efa.org/memberinfo/donna-frankel-22094/)

**EDUCATION**

B.A. in English, Southern Connecticut State University, New Haven, CT