



## RÉSUMÉ

### ***Skills***

- Copyediting: Word files, web content, other formats
- Scientific and technical editing: Word files, web content, other formats
- Project management for journals: production stages from editing to typesetting
- Project management for large or small projects; assembling and coordinating a team of editors, proofreaders, and fact checkers
- Proofreading: electronic files (PDF)
- Fact checking: factual, biographical, and geographical information
- Style guides: APA, CMOS, CSE, AP, AMA, ASA, MLA

### ***Editorial Work***

General fields: STEM (science, technology, engineering, mathematics) and the social sciences.

Specialty fields: computer science, electronics, engineering, materials science, brain science, sociology, social work, political science, international development, foreign relations, linguistics.

### ***Professional Affiliations***

- Member and Chapter Leader, Editorial Freelancers Association (EFA)
- Member, American Copy Editors Society (ACES)
- Member, Council of Science Editors



**CSE**

### ***Education***

Cornell University, Pace University  
Bachelor of Science, summa cum laude

### ***Professional Development***

Communication Central Conference, attendee  
Recent courses taken: Macros course, Editors and e-Books course; webinars on LaTeX, STEM editing, inclusive language, macros, and contracts



## Testimonials

- “Congratulations for your work on this ... project. Rave reviews to you from Microsoft ... thanks again!” —Curtis Philips, Publishing.com, Pacifica, CA
- “I have been very pleased with Teresa's copyediting on two journals on which I work. She is very conscientious and meticulous. She raises relevant queries and suggestions and keeps a style sheet, which she regularly updates. Her language skills are excellent. Teresa also has a very pleasant personality and is easy to work with.” —Jonathan Geffner, Production Editor, Cambridge University Press
- “Thank you so very much for the wonderful exponents catch.... That was an excellent catch and would have looked odd if it wasn't changed. I am glad that we have you on our team.” —Sharon Branson, Voyager Expanded Learning, Inc., Austin, TX
- “Thank you very much for this fantastic edited version of my article for SAPD and for the helpful information that I will use as I respond to these queries ... thank you again for such wonderful editing.” —Deondra Rose, author, *Studies in American Political Development*
- “We're impressed by your very meticulous work which will make our manuscript so much better.” —Roger Gilabert Guerrero, author, *Annual Review of Applied Linguistics*
- “Thank you very much for your hard work, Teresa. It's been a pleasure working with you.” —Madeline Friedman, Institute of International Education
- “I'm glad you're able to take this job on; you did a really wonderful job for us last year.” —William Fogarty, The College Board, New York City
- “Thanks for your work—it was a big help in a very busy time for me.” —David Fogarty, McGraw-Hill Professional Books, New York City
- “We are so grateful for your help—especially all of those rush jobs ! If we ever need a fact checker/finder again, you are the first person I'd call!” —Leah Zennario, IBM
- “You did a great job. I was particularly appreciative of your questions to me during the process. A key one was whether I wanted to de-personalize the text or leave it casual. I chose the latter and it is clear now that was the best choice. Perhaps another copyeditor would have just gone ahead and changed it without even asking.” —James M. Smith, author: *Principles of Design Applied to Excel Charts*



## Recent Client List

ASM International	IREX
Bill & Melinda Gates Foundation	McGraw-Hill
Cambridge University Press	Microsoft Press
Catholic Relief Services	New York University
The College Board	National Science Teachers Association
Council on Social Work Education	Oxford University Press
Directed Energy Professional Society	Pearson Technology
Electric Power Research Institute	PennWell
Facts On File & Chelsea House	Rockefeller Institute of Government
IBM	SAE International
Individual authors and researchers	Society of Motion Picture and Television
Industrial Press	Engineers (SMPTE)
Institute of International Education	World Bank

## Short Biography

I have a BS in mathematics and computer science, summa cum laude. When I began editing and proofreading in 1991, I specialized in those fields, then expanded into various subjects, including STEM, the social sciences, political science, international development, and others. I have since added fact checking and project management to the services I offer. I love editing because I learn something new every day and help authors convey their ideas clearly and effectively. Before my editing career, I worked as a computer analyst for Morgan Stanley, a business manager for a woodworking company, a tax preparer, and a designer-sewist.

I am a long-time member of the Editorial Freelancers Association (EFA), currently serving as a chapter leader and in the past as a member of the EFA Board. I am also a member of ACES (American Copy Editors Society) and the Council of Science Editors. Outside of editing, I serve on a local civic committee and am active in various volunteer endeavors in my community. In my spare time, I enjoy using my sewing and design skills to create quilts, apparel, and other textile arts.



## Representative List of Titles

### JOURNALS

*Behavioral and Brain Sciences*  
*Journal of Directed Energy*  
*Annual Review of Applied Linguistics*  
*Journal of Baccalaureate Social Work*  
*Families in Society*  
*Studies in American Political Development*  
*International Journal of Cultural Property*

### BOOKS AND OTHER PUBLICATIONS

#### STEM (Science, Technology, Engineering, Mathematics)

*Practical Heat Treatment: Basic Principles* (ASM International, 2021)  
*Machinery's Handbook, 31st ed.* (Oberg et al.; Industrial Press, 2020; math sections)  
*Microelectronic Circuits, 8th ed.* (Sedra et al.; Oxford University Press, 2019)  
Review manuals for engineering exams (Edumind, 2019)  
*Inside OUT: Windows 10, 2nd ed.* (Microsoft Press, December 2016)  
*Society of Motion Picture and Television Engineers Centennial book* (2016)  
Brochures and slides on electronic healthcare records for Krames StayWell (2015)  
*Fuel/Engine Interactions* (Kalghatgi; SAE International, 2013)  
Reports for the Electric Power Research Institute  
*Smart Metering Handbook* (Toledo; PennWell, 2013)  
*Laser Diagnostics and Optical Measurement* (Zhao; SAE International, 2012)

#### Professional Books and Materials

Software documentation and user guides (NYU, Coleridge Initiative, 2018, 2021)  
*Measuring the Economic Value of Research: The Case of Food Safety* (Lane; Cambridge University Press, 2017)  
*Project Management for Mining* (Hicks & Owen; Society for Mining, 2015)  
*Managing Human Resources in the Oil and Gas Industry* (Inkpen, PennWell, 2015)  
*Successful Smart Grid Implementation* (Ketchledge; PennWell, 2015)  
*Meaningful Graphs: Principles of Design Applied to Excel Charts* (James Smith; 2013)  
*Project Management in Construction, 6th ed.* (Levy; McGraw-Hill, 2012)  
*Encyclopedia of U.S. National Security* (Sage)



## **Social and Political Sciences**

*Social Work Practice for Social Justice: From Cultural Competence to Anti-Oppression* (Garcia & Van Soest; Council on Social Work Education, 2021)

*Globalizing University Research* (Institute of International Education [IIE], 2017)

*Global Perspectives on Strategic International Partnerships* (IIE, 2016)

*Asia: The Next Higher Education Superpower?* (IIE, 2015)

*Women in the Global Economy: Leading Social Change* (IIE, 2013)

*Latin America's New Knowledge Economy: Higher Education, Government, and International Collaboration* (IIE, 2013)

*New York State Statistical Yearbook* (annual)

*Cities in a World Economy, 3rd ed.* (Sassen; Sage)

*The Culture of Morality* (Turiel; Cambridge University Press)

## **International Development**

*Reports on Veterans' Reintegration in Ukraine* (IREX, 2021)

*Reports on Moldova Library Study* (IREX, 2019)

Reports for the World Bank (ongoing)

*Nigeria Rural Resilience Study* (Catholic Relief Services [CRS], 2017)

*IRRAS Scale-Up Costing Study* (CRS, 2017)

*Rapid Economic Feasibility Study: Cardamom, Cinnamon [etc.]* (CRS, 2015)

*Sudan Capacity-Building Workshop Materials* (CRS, 2014)

*Integrated IMPACT Program Midterm Evaluation Report* (CRS–USAID, 2013)

*Report on the Development and Testing of a Take-Home Monitoring Tool for People Living With HIV in Cameroon* (CRS, 2013)

*IMPACT Program Midterm Evaluation Summary Report* (CRS and USAID, 2013)

*EPRT (Emergency Preparedness and Response Training) Modules* (CRS, 2012)

UN PAAT Technical and Scientific Series 9 and 10

## **Economics and Finance**

*Economics* (P. Krugman & R. Wells)

*The End of Banking: Money, Credit, and the Digital Revolution* (Zero/One Econ, 2014)

*National Standards for Personal Finance* (Council for Economic Education, 2013)

*Managerial Economics* (ancillaries; Allen, 2009)

*Core Economics* (G. Stone)



## **Education and Curricula**

Tenure statements and Fulbright Grant narrative application for individual clients  
(ongoing)

*Globalizing University Research* (Institute of International Education [IIE], 2017)

*Preparing to Study in the USA* (IIE, 2016)

VMath Curricula and the Passport Reading Program (Voyager Expanded Learning)

*Dive in! Immersion in Science Practices for High School Students* (NSTA, 2016)

*Helping Students Make Sense of the World Using Next Generation Science and  
Engineering Practices* (NSTA, 2016)

*More Everyday Engineering* (NSTA, 2016)

*Upgrade Your Curriculum* (Hale & Fisher; ASCD, 2013)

Open Doors Reports on International Educational Exchange (IIE, annual)

## **Fire Engineering**

*Fire Officer's Handbook of Tactics, 4th & 5th Editions* (Norman; PennWell, 2012, 2018)

*Knowing Your Buildings: A Firefighter's Reference Guide, 2nd Ed.* (Schwinge;  
PennWell, 2017)

*Preventing Firefighter Disorientation* (Mora; PennWell, 2015)

*Study Guide for Fire Officer's Handbook of Tactics, 4th ed.* (Norman; PennWell, 2013)

*Structural Building Collapse Operations* (O'Connell; PennWell, 2011)

*Fire Engineering's Handbook for Firefighter I and II* (Corbett; Pennwell 2009)

**WEB CONTENT:** [IBM 100 Icons of Progress](#) (fact checking; IBM, 2011),  
Dialogue of Civilizations Research Institute (editing), IREX (editing)