

Theresa L. Kay
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Education **MA American Studies** (May 2001)
University of Wyoming, Laramie
MA English (May 1998)
University of Wyoming, Laramie
BA English, History; Minor in Sociology (May 1996)
Midland Lutheran College, Fremont, Nebraska

Work Experience

Theresa Kay Communications

Proofreader, Copy Editor, Special Projects March 2002–present
(full-time beginning July 2008)

I have been a proofreader and copy editor since 2002. A sample of clients includes Sage Publications Inc., National Council of Teachers of English (*English Journal*, *English Education*), The Nature Conservancy, APA Books, CASE, Stylus Publishing, Political Research Associates, Hay House, and Random House. I am skilled at proofreading and copyediting on paper, using Word and Acrobat, and working with materials online. In addition, I am available for ancillary editing and proofreading, manuscript cleanup, research, permissions requests, fact checking, small index creation, and marketing preparations. I work with authors, editors, and production editors on drafts and typeset pages to assist in the publication of journals, books, and online publications.

***English Journal*, Colorado State University, Fort Collins**

Editorial Associate, Senior January 2004–June 2008

Editorial Associate January 2003–January 2004

As an editorial associate for *English Journal*, my responsibilities included processing manuscripts, copyediting manuscripts, corresponding with authors and column editors, proofreading at every level of publication (draft and typeset pages), preparing annual indexes, writing training manuals, coding manuscripts, preparing manuscripts for the production editor, organizing the journal office, tracking the office budget, and managing the office.

Academic Work

Completion of *Copyediting* (McMurry) workshop, Open or Strict Editorial Style? Striking the Right Balance, Spring 2007

Completion of EDIT 1140C, USDA Correspondence Course, Introduction to the Editing Process, Spring 2007

AU 100 (Self and Community in American Culture, 1600–1877) Instructor, Fall 2003, Fall 2004, Colorado State University

UNST 1000 (Introduction to University Life) Instructor, 1999–2002, University of Wyoming
“Selling an Image: Interpreting Gender in Eastman Kodak Advertising, 1900–1915,” MA thesis, American Studies program, University of Wyoming, May 2001

Coauthor of National Register Nomination, Wind River Blockhouse, Wyoming, 1999–2000

Exhibit at Grand Encampment Museum, Encampment, Wyoming, “Lora Webb Nichols: Women and the Preservation of Wyoming History,” began 1999 (permanent); on loan to American Heritage Center, University of Wyoming, September 1999–May 2000

“‘Today We Had a Splendid Visit’: Female Community in the Journals of Lora Webb Nichols,” MA thesis, Department of English, University of Wyoming, May 1998

Honors

EXCEL Award, Association Media and Publishing, *English Journal*, 2011
Bronze Award, Scholarly Journal—General Excellence, EXCEL Awards, Society of National
Association Publishing (SNAP), *English Journal*, 2009
APEX Awards, *English Journal*, 2005, 2006, 2007, 2008
Jay Greene best graduate paper award, American Studies program, 2000
Wyoming Council for the Humanities grant, 1999
University of Wyoming College of Arts and Sciences Independent Study Award, 1999

Associations

Editorial Freelancers Association, September 2008–present
American Copy Editors Society, September 2011–present

LinkedIn profile: <http://www.linkedin.com/in/theresakay>