

Editorial assistance from first draft to final polish for publishers, individuals, and organizations. Expert in *Chicago Manual of Style* (up to 17th ed.) and other style guides. Excellent technical and organizational skills. Friendly assistance to writers and production teams. Deadline oriented.

SKILLS

- **Copyedit, code, and format** manuscripts to house style requirements. Incorporate author responses.
- Edit and coordinate inclusion of **figures, tables, illustrations, and other manuscript elements**.
- Check accuracy and congruence of **bibliographies, reference lists, and footnotes or endnotes**.
- **Query facts or phrasing as needed** while respecting an author's unique voice.
- Provide **friendly and appropriate communication** with authors, designers, and project managers.
- Maintain work flow to ensure **consistent and timely manuscript delivery**.
- **Proofread** documents for appropriate layout and typography.
- **Combine the work of multiple authors**, creating a consistent voice both internally and across documents. Frequent work with nonnative English speakers.
- Provide **developmental and line editing** for organization, clarity, and reader friendliness as needed.

SELECT CLIENTS

LOUISIANA STATE UNIVERSITY PRESS, Baton Rouge Publisher of scholarly and general interest books.	Since 2017
COLUMBIA UNIVERSITY PRESS, New York Publisher of scholarly and trade books in the humanities, social sciences, and sciences.	Since 2015
ST. MARTIN'S PRESS, New York Publisher of fiction and nonfiction under eight imprints.	Since 2014
ASIAN DEVELOPMENT BANK, Manila International nongovernmental organization producing technical and policy-related publications on regional development and finance.	2009–2014
BERRETT-KOEHLER PUBLISHERS, San Francisco Publisher of trade nonfiction books on progressive business and personal practices and current events.	Since 2004
COPPER CANYON PRESS, Port Townsend, WA Independent poetry press with a focus on carefully edited, beautifully crafted books.	2001–2009
ASSORTED PRIVATE CLIENTS Independent or agented authors, academic and graduate-level writers, nonprofits and corporations, and periodicals.	Since 2001

EDUCATION AND AFFILIATIONS

<i>Education</i>	Bachelor of Arts, English literature and philosophy, Seattle University
<i>Affiliations</i>	Bay Area Editors' Forum, Editorial Freelancers Association