

Writer & editor, AP Style, Chicago Manual of Style, web & print, online communications, journals, magazines, proofreading, copywriting, project management, social media, associations, global marketing agencies & small design firms.

experience

Fitch Ratings (June 2013–Present)

Edit research reports for the financial securities rating company's U.S. and Latin American Corporate Finance, Public Power, Insurance and Global Infrastructure departments in MS Word templates; convert to PDFs for online publication. Fast-paced environment with attention to AP Style, company style and industry jargon. Working with multiple reports on deadline in workflow management system used by financial analysts (authors), graphic artists and editors. Report types include outlooks, full rating, updates and special reports.

American College of Healthcare Executives (March 2012–October 2012)

Editor in Division of Communications & Marketing, web & print, managing the editorial content of ACHE website, online communications, e-marketing, newsletters, cluster brochures, print journals, Healthcare Executive magazine & annual reports. Editing, proofreading, copywriting, AP style, project management.

Freelance Writing

Travel writer at Examiner.com (2011-2012) Wrote travel articles for online entertainment, news and lifestyle network website.

Political writer at Examiner.com (2012) Covered the 2012 election cycle for online entertainment, news and lifestyle network website.

Fiction (2014) Novel excerpt published in Curbside Splendor's January 2014 E-zine. Chapter title: "First There'll Be Fire, Then There'll Be Water," from the novel "Girl at the End of the World."

Freelance Clients (August 2005–March 2012)

Copywriting, copy editing, search engine optimization, content management, editing proposals & proofreading for print, websites & email marketing.

Orbitz Spacetacular Design

Discover Customore

VSA Partners Union Design

Web to Med

Chicago Public Media (June 2011–October 2011)

Freelance project for Chicago non-profit media organization (WBEZ, Vocolo.org) archiving audio files for the American Archive -- public broadcasting's comprehensive archive of radio & television programming, ensuring its collection, management & preservation.

American Library Association (May 2007–July 2009)

Production editing, copy editing, proofreading for non-profit association; ALA journals: Knowledge Quest, Young Adult Library Services, Children & Libraries.

Frankel. (Arc Worldwide) (February 1999–December 2005)

Communications, copywriter, content manager for global marketing services agency. Wrote copy for all-agency communications, newsletters, emails & voice mail; researched, edited & managed content for the Financial Services intranet website (Dreamweaver); monitored & entered expense report data (PeopleSoft).

education

University of Chicago Graham School – Basic Manuscript Editing
(Chicago Manual of Style)

St. Norbert College – B.A., English Major, Philosophy Minor

software

Dreamweaver, Photoshop, Microsoft Office, Mac, PC