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290 Riverbend Drive #4B
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Experience

Green Ink Edits, Charlottesville, VA

Freelance Proofreader/Copyeditor, August 2008 to present

Proofread and copyedit varied documents on a freelance basis.

Custom Management Group, Charlottesville, VA

Program Director and Director of Educational Programs, March 2004 to present

Prepare, edit and proofread copy for numerous publications for non-profit associations including bulk e-mails, newsletter articles, conference abstract and program books, training manuals, webcasts and website content, with a focus on professional development and certification programs; organize content and logistics for training events and conferences.

1st Nations Mortgage Corp., Charlottesville, VA

Processing Manager, November 2002 to March 2004

Reviewed mortgage loan applications and accompanying documentation to ensure package was complete for underwriting.

Sutherland Middle School, Charlottesville, VA

Language Arts and Gifted Resource Teacher, August 2000 to June 2002

Instructed advanced-level students on grammar, spelling, punctuation and composition; graded a variety of compositions on writing elements; led school's student book club.

College of William & Mary, Special Education Projects Office, Williamsburg, VA

Graduate Assistant, August 1999 to August 2000

Served as layout editor of newsletter; performed background research and editing/proofreading for pending faculty publications and course preparation; assisted in organizing annual symposium.

Projects

BOOKS:

For Intellect Books

Phenomenology's Material Presence: Video, Vision and Experience (2009)

Applied Theatre: International Case Studies and Challenges for Practice (2009)

Laughing Matters: The Musical Comedy Films of Grigorii Aleksandrov (2009)

The Trustus Plays: The Hammerstone, Drift, and Holy Ghost (2008)

For individuals

When It's Time to Walk Away, unpublished manuscript (2008)

ONLINE EDUCATION:

For Silverchair Learning Systems

Numerous online educational courses in senior healthcare, including:

Home Health Care Basic Supervisory Skills (2009)

Home Health Care Payment and Reimbursement (2009)

Psychoactive Medications (2009)
HIPAA Security Rule (2009)
OASIS (2009)
Enhancing the Dining Experience (2009)
Accident Prevention and Management (2009)
Back Injury Prevention (2009)
Ethical Decision-Making in Senior Care (2009)
Transmission-Based Precautions (2009)
About: Diabetes (2009)
Customer Service (2009)
Depression (2009)
Fire Safety for Workers in Long-Term Care (2009)

OTHER:

Chapter of *Hindsight in Advance*, unpublished manuscript (2009)
Master's thesis on knowledge management systems (2009)

Education

College of William & Mary Bachelor of Arts in English
Master of Arts in Education

Strengths

Exceptional knowledge of grammar, spelling, and punctuation conventions
Excellent computer skills (Microsoft Office products, InDesign, PageMaker, Photoshop, Dreamweaver)
Obsessed with details, organized and highly proficient at multi-tasking
Knowledge of terminology for diverse fields (healthcare, regulatory research quality assurance, mortgage industry)
Consistent adherence to deadlines
Professional memberships: Editorial Freelancers Association, Mensa

Professional Memberships

Editorial Freelancers Association
Mensa

Areas of Expertise

Literature ♦ Education ♦ Association Management

References available upon request.