

# Jennifer M. Alluisi, MA Ed.

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Charlottesville, VA 22911

## 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***

*Spectacular Death (2010)*

*Berliner Chic (2010)*

*The Grey Zone of Health and Illness (2010)*

*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***

*The Shot Heard Round the World: The Joe Gaetjens Story, self-published manuscript (2010)*

*Meet Me in Cassino, unpublished manuscript (2010)*

*When It's Time to Walk Away, unpublished manuscript (2008)*

## **ONLINE EDUCATION:**

### ***For Silverchair Learning Systems***

In excess of 60 online educational courses in senior healthcare, including:

*About End of Life: Dying, Death, Loss and Bereavement* (2010)

*About Renal Disease* (2010)

*Resident Lifting and Transfers* (2010)

*Home Health Care Basic Supervisory Skills* (2009)

*Psychoactive Medications* (2009)

*HIPAA Security Rule* (2009)

*Accident Prevention and Management* (2009)

*Ethical Decision-Making in Senior Care* (2009)

*Transmission-Based Precautions* (2009)

*About: Diabetes* (2009)

*Customer Service* (2009)

*Fire Safety for Workers in Long-Term Care* (2009)

## **OTHER:**

Book manuscript query letter (2010)

Multiple corporate technical design documents (2009–2010)

Chapter of *Hindsight in Advance*, unpublished manuscript (2009)

Master's thesis on knowledge management systems (2009)

Book reviews for American Mensa's Book Lovers SIG (2009)

## **Education**

**College of William & Mary**

Bachelor of Arts in English

Master of Arts in Education

**University of California San Diego**

Copyediting Certificate (including four courses: Grammar Lab, Copyediting I, II, and III courses)

## **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

## **Areas of Expertise**

Literature ♦ Education ♦ Association Management ♦ Healthcare

*References available upon request.*