

WORK EXPERIENCE

Medical Editor | UWorld | Dallas, TX (January 2019 to present)

- Edit ~115,000 words per month of the USMLE, NCLEX, AP Science, and AP History QBanks with AMA, Chicago, *Merriam-Webster*, and in-house style guides using UWorld's CMS system for version control
- Provide editorial suggestions to subject matter experts for read sensitivity and quality
- Collaborate with editors and content writers to maintain 10 in-house style guides on Google Docs

Sensitivity Reader + Proofreader | Salt & Sage Books | Freelance (September 2020 to present)

- Proofread fantasy, fiction, and nonfiction manuscripts (1,000–100,000 words each) within an established timeline and include a personalized editorial letter (800–2,000 words) explaining revisions
- Conduct sensitivity reads for issues related to Indian culture, Hinduism, and women's issues

Contributor + Bibliologist | Riot New Media Group | Freelance (November 2019 to present)

- Write ~6 listicles, personal essays, and longform articles (600–2,000 words each) on WordPress every quarter, discussing the publishing industry, book recommendations, and diversity in literature to an audience of 621,000+ monthly American viewers and 850,000+ social media connections
- Work with the TBR service to recommend books to 5–12 clients per week based on their survey responses and write letters (300–600 words each) on WordPress explaining my recommendations

Copywriter | Gorilla 76 | St. Louis, MO (October 2017 to August 2018)

- Wrote and edited keyword-targeted white papers, case studies, articles, and web pages on medical devices, bioplastics, automation, injection molding, and 3D printing (800–5,000 words each) for 6 clients
- Ensured each deliverable aligned with inbound strategy, so the targeted B2B readers in the industrial sector converted into 1–4 sales-qualified leads each quarter
- Developed e-newsletters and email workflows on HubSpot with high click rates

Editorial Assistant | *International Journal of Acoustics and Vibration* | Auburn, AL (June 2016 to May 2017)

- Conducted copy, line, and technical edits on academic articles (800–1,000 words each) in Adobe Acrobat Pro using the in-house style guide, Chicago, and the Jet Propulsion Lab's *Levels of Edit*
- Scheduled 12–18 of these edited articles for publication on the journal's CMS system each quarter, which reduced the 4-year backlog of submissions by ~30%
- Processed 10–15 article submissions each week, which included writing decision letters (200–600 words each) and coordinating with authors, reviewers, and editors living on 6 continents

Auburn University | Auburn, AL (August 2015 to May 2017)

- Master of Technical and Professional Communication

Degrees

University of Alabama at Birmingham | Birmingham, AL (August 2011 to April 2015)

- Bachelor of Arts in English, Departmental Honors
- Bachelor of Science in Biology

Certificates

Poynter | Online (September 2020 to Present)

- Poynter ACES Advanced Editing Certificate

University of Washington | Online (January 2019 to November 2019)

- Certificate in Editing
- Certificate in HTML5, CSS3 & Responsive Design for Web Development

SKILLS

Editing & Writing Skills

- Technical editing, medical editing, substantive editing, line editing, copy editing, proofreading
- Sensitivity reading, beta reading
- Technical writing, copy writing
- Fact checking
- AMA, AP, Chicago, MLA, APA style guides
- Audience and buyer persona research

Software Proficiencies

- Microsoft Office Suite, Google G Suite
- Adobe Acrobat Pro
- Adobe InDesign, Photoshop, Dreamweaver
- HTML5, CSS3, Bootstrap
- CMS systems, including WordPress
- GitHub
- HubSpot