

## Professional Summary

- Expert-level developmental, style, and copyeditor with over a decade of experience refining public-facing non-fiction writing for a wide range of audiences, specializing in long-form argumentative / academic publications in the humanities and qualitative social sciences
- Meticulous, detail-oriented fact-checker and proofreader with a precise eye for ensuring accuracy and aligning finished manuscript text with in-house and industry-standard style guides
- Enthusiastic, relationship-oriented collaborator skilled in planning, managing, and providing feedback on multiple concurrent writing projects, focused on providing streamlined next steps and maintaining strict adherence to tight publication deadlines

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## Skills

Full-Cycle Editing—Developmental,  
Style, Copyediting, & Proofreading  
Expert-level Argumentative Writing  
MLA, Chicago, & APA Formatting  
Adaptive & Personalized Feedback

Detail-Oriented Research & Fact  
Checking  
Audience Awareness & Clarity  
Project Scoping & Time Management  
Advanced Word & GSuite Proficiency

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## Experience

### Editing – Developmental, Style, Copy, Proofing

#### ***Developmental, Style, and Copy Editor***

Freelance, 2021–present

- Provide full-scope professional editing from structural and developmental feedback to final copyediting, proofing and style guide alignment for full academic articles, book manuscripts, public-facing research, and state, federal, and private institutional grants
- Collaborate on intensive revision with clients and research colleagues in the humanities and qualitative social sciences, especially literary studies, cultural studies, history, and library sciences
- Former and current clients include the University of British Columbia and the University of Georgia Press, as well as individual scholars at Duke, Michigan, Emory, Colby College, Univ. of Kentucky, UIUC, Clark Atlanta University, and others.

#### ***Copywriter & Proofreader***

Duke English Dept., Aug 2021–July 2022

- Coordinated with faculty, staff, and departmental communications specialists to revise and streamline media and communications content aligned to medium-term marketing strategy
- Provided editorial suggestions to ensure clarity, consistency, and impact in departmental newsletters, press releases, and announcements designed to match Duke's international reputation for rigor and excellence

**Consultant, Thompson Writing Studio**

Duke University, Aug 2017–July 2018

- Diagnosed roadblocks in 200+ student consultations and provided collaborative, solutions-based writing and editing feedback across genres in efficient, one-hour sessions, resulting in refined writing products that included research papers, PhD, postdoc, medical and law school application materials, and federal and international grant applications

**Fact-Checker & Proofreader***Novel: A Forum on Fiction*, Aug 2015–July 2019

- Conducted rigorous fact-checking and verification processes to ensure the accuracy and reliability of academic content
- Meticulously reviewed references, citations, and factual claims to uphold the highest standards of scholarly integrity

**Research, Development, & Fundraising****Grants Program Manager**

Noble Schools, July–December 2023

- Effectively wrote, revised, and managed a portfolio of ~\$950,000 in education-related grant funding for 17 under-resourced charter schools in Chicago, including securing individual grants worth upwards of \$300,000 in a single quarter
- Collaborated across the network to identify and scope programmatic needs, resulting in targeted applications for general operating and implementation support for Social Emotional Learning, post-graduation alumni support, and general safety and wellness programs for students

**Doctoral Researcher**

Duke University, Aug 2015–May 2022

- Planned, structured, edited, and published a ~300 page research dissertation on effective multiculturalism, public institutions, education and contemporary narrative
- Identified, researched, and secured ~\$45,000 worth of grant funds in the course of on-time completion of multi-year dissertation research
- Revised, condensed and placed key sections for publication in competitive public-facing venues

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**Professional Affiliations**

Editorial Freelance Association (EFA) | ACES: The Society for Editing | The Hikma Collective

**Education**

PhD in English, 2022, Duke University

MA in English, 2015, University of Notre Dame

BA in English, 2010, University of Notre Dame

**Additional Activities**

Creative &amp; Public Writing

Language Learning—Irish, Spanish, Italian

D&amp;D Dungeon Master