

## Employment History

### ***Freelance Science Writer–Editor, 9/2001 to Present***

Work includes editing books (including textbooks), journal articles, conference proceedings, grant proposals, monographs, research magazines, slide decks, and web pages. Skilled with figures and tables. Also read page proofs to give detailed feedback on typeset copy and graphics. Published writing clips available. Partial client list:

- American Society for Cell Biology
- *Annals of Neurology*
- *Annals of the New York Academy of Sciences*
- Baylor College of Medicine
- Center for the Advancement of Science in Space
- Congressional Budget Office (before and ongoing after on-site tenure)
- *Cornea*
- Howard Hughes Medical Institute
- Jones & Bartlett Publishers
- *Journal of the National Cancer Institute* (converted to freelance after layoff, 11/2004)
- Lasker Foundation
- Lippincott, Williams & Wilkins
- National Council of Teachers of Mathematics
- National Institutes of Health
- National Science Teachers Association
- Pro-Ed Inc.
- Religion News Service
- *Science* magazine/AAAS (converted to freelance feature editor after brief on-site stint, 04/2017)
- Society for Neuroscience
- Sunlight, Nutrition, and Health Research Center
- Texas A&M University (multiple departments/campuses, including Qatar)
- University of Texas Health Science Center at San Antonio
- Wiley–Blackwell
- W. W. Norton & Company

### ***Editor, Congressional Budget Office, 3/2015 to 4/2017 (contract, 9/2014 to 3/2015 and since 4/2017)***

Editing and formatting reports on the budget and economy for Congress. Scope encompasses developmental review, substantive analysis, copyediting, proofreading, and production. Took initiative to learn agency's production processes to contribute in more than one dimension. Using Excel, DeltaGraph, and Adobe Illustrator, generated and manipulated complex tables and figures. Researched new systems to enable single-source production of material for print, mobile, and Web environments. CBO eventually moved from FrameMaker to InDesign.

### ***Copy/Production Editor, National Council of Teachers of Mathematics, 3/2010 to 8/2011; 9/2012 to 5/2013 (freelance, 8/2011 to 9/2012)***

Served as project manager for books about mathematics education, shepherding projects from initial editing through book delivery. Edited manuscripts in Word; coordinated with volume editors; proofread (and oversaw freelance proofreading, making corrections in InDesign); reviewed bluelines; prepared online supplementary book material; secured copyright releases and Library of Congress CIP data; and coordinated with marketers, designers, and typesetters. Also edited for other departments.

### ***Technical Editor, Stata Press, 8/2005 to 8/2007***

Copyedited the *Stata Journal* (LaTeX environment) and books about statistics, as well as the multivolume documentation set of the Stata statistical software package. Reviewed junior editor's work and gave feedback. Left to pursue long-term freelance science-editing contract and supplemental science coursework.

### ***Manuscript/Production Editor, Oxford University Press, 3/2004 to 11/2004 (freelance, 2/2005 to 12/2017)***

Edited manuscripts for the *Journal of the National Cancer Institute (JNCI)*, sized figures, edited tables, and read proofs and bluelines. Communicated with authors and vendors and monitored status of manuscripts in various stages of production. The press outsourced typesetting and production to India and laid off the entire editorial staff in November 2004. Hired as freelance after IRS-mandated waiting period; continued to edit and fact-check *JNCI* research and news articles (AP and AMA styles) on a contract basis until the journal ceased publishing a news section at the end of 2017.

### ***Copy Editor, American Society for Microbiology, 9/2002 to 3/2004***

Edited articles for 11 journals for conformity with ASM house style. Sized and cropped figures, marked up tables for manual typesetting, checked SGML precursor typecoding, formatted references, and read page proofs. Achieved commendable rating in 2003 year-end performance evaluation for producing well above editing and proofreading quotas.

### ***Intern, Council of Science Editors, Summer 2001***

Wrote articles for *Science Editor*, assisted with research and fact checking, and shadowed magazine's designer.

***Graduate Assistant, Texas A&M University, 8/1999 to 12/2001***

- *Broadcast Journalism Lab, Department of Journalism*  
Instructed and assisted students with the preparation of video news packages, including shooting video footage, integrating audio, and digital editing of the final product.
- *Office of the Assistant Provost for International Programs*  
Wrote press releases and copy for various publications; designed newsletters and brochures for campus, domestic, and international distribution; and assisted with event planning and coordination.

***Data Conversion Operator, U.S. Postal Service Remote Encoding Center, 7/1995 to 7/1999***

Keyed ZIP code and address data for U.S. mail to generate barcodes for mail processing and sorting. Exceeded minimum requirement of 7,150 keystrokes per hour with over 99% accuracy. Served as editor, writer, and designer of employee newsletter and managed a small staff of contributing employee writers.

## **Education**

***Supplemental Education, 2007 to 2021***

Nondegree coursework at various colleges to update undergraduate knowledge: general biology (retaken to secure more advanced lab coursework), microbiology, nutrition, food science, physical geology.

***Texas A&M University, College Station, TX, December 2001***

MS in science and technology journalism. Intensive exposure to writing, book and journal editing, publication design and production, and multimedia methods, as well as science (genetics, evolutionary anthropology, marine environmental policy).

***Hardin–Simmons University, Abilene, TX, December 1998***

BA with double major in English and geology; minor in journalism.

## **Skills, Memberships, and Training**

***Computer Skills***

Microsoft Office suite; Drupal; vjoon K4; Adobe Acrobat Pro, FrameMaker, Illustrator, InCopy, InDesign, and PageMaker; DeltaGraph; and QuarkXPress. Basic XML/HTML tagging and LaTeX typesetting; MathType. Well acquainted with digital markup and publishing processes.

***Professional Memberships***

American Copy Editors Society, Association of Earth Science Editors, Board of Editors in the Life Sciences, Council of Science Editors, Editorial Freelancers Association, National Association of Science Writers.

***Style Manuals***

*ACS Style Guide*, *American Medical Association Manual of Style*, *Associated Press Stylebook*, *Chicago Manual of Style*, *Scientific Style and Format*, APA, GPO, *NASA Stylebook and Public Affairs Manual*, and several in-house style guides.

***Training and Enrichment***

- Council of Science Editors annual meetings: Pittsburgh, 2003 (Short Course for Manuscript Editors); Vancouver, 2004; Austin, 2005 (Short Course, Statistics for Editors); Pittsburgh, 2009 (moderated freelancers' session).
- Certified ELS by Board of Editors in the Life Sciences (2009; see [www.bels.org](http://www.bels.org)).
- InDesign for Federal Publishers, Government Publishing Office (2016).
- Coursework at Alliance Française, Washington, DC, as well as ongoing self-study in French language since 2017.

## **References**

Available on request.