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## **R É S U M É**

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**Objective:** Part-time or contract work in copyediting, proofreading, publication design and production, or some combination thereof.

### **QUALIFICATIONS**

- ❑ Over twenty years experience in copyediting, proofreading, and publication design and production in both corporate and nonprofit settings
- ❑ Proficient with the leading graphics and publication-design software (details below)
- ❑ Familiar with *The Chicago Manual of Style*

### **PROFESSIONAL ACCOMPLISHMENTS**

- ❑ Single-handedly produced a quarterly magazine for a mid-sized high-tech corporation, performing all tasks except the writing of copy, including copyediting, illustration, layout/design/typography, and editorial coordination
- ❑ Copyedited the work of a large team of electronic engineers, many of whom were not native speakers of English, transforming their heterogeneous prose into a product that was consistent with standard English grammar and usage and with the company's house style
- ❑ Copyedited business proposals and web content for a financial services company.
- ❑ Founded, edited, and produced an important music-theory journal

### **EMPLOYMENT HISTORY**

- 1/08– Contract Technical Writer, Copyeditor/Proofreader, and Publication Designer, working through Elance ([www.elance.com](http://www.elance.com))
- 2/85–6/06 Editor-in-Chief: 1/1, the Journal of the Just Intonation Network  
Other Music, Inc., San Francisco, CA  
(This was a part-time volunteer position with a nonprofit organization.)
- 9/95–8/01 Technical Editor/Production Artist  
Linear Technology Corporation, Milpitas, CA
- 7/89–8/95 Freelance Technical Writer and Editor (dba Delta Technical Publications)  
San Francisco, CA
- 7/87–6/89 Principal Technical Writer  
Hercules Computer Technology, Berkeley, CA

## **AUTHOR**

*The Just Intonation Primer*. San Francisco: Other Music, Inc. 1993, 1994, 2002

*Power of... FrameMaker 4.0*. New York: MIS: Press. 1993

*Power of... Norton Utilities 7.0*. New York: MIS: Press. 1993

*Programmer's Guide to the Hercules Graphics Cards*. Reading, MA: Addison-Wesley. 1988

## **EDUCATION/TRAINING**

BA Humanities. New College of California, San Francisco, CA

Graduate Studies in recording technology and computer music. Mills College, Oakland, CA

Studies in publication design. University of California Extension, Berkeley, CA

Studies in Java programming and XML. Foothill College, Lost Altos, CA

## **SOFTWARE TOOLS**

Adobe PageMaker • Adobe InDesign • Adobe Dreamweaver • Adobe FrameMaker • Adobe Illustrator •  
Adobe Acrobat • Microsoft Word • Microsoft PowerPoint • RoboHelp • Flash • HTML+CSS (hand-coded  
)

(references and writing and production samples available upon request)