

# Erin C. Brenner

## Skills

All levels of editing, training proofreaders and editors, creating and maintaining style guides, developing and documenting publishing processes for online publication, HTML coding, and posting content online.

## Experience

### Editorial Consultant

Sept. 2005-present

- Light to heavy copy editing, online and offline
- Style guide creation
- Fact-checking and researching
- Proofreading
- Clients: Emerging Energy Research e-Dialog, *Garner's Modern American Usage*, Scott Martin Creative Services, *NH Writer*, SourceMedia, Kobliner Communications, ITSMA

### Copy Chief & Associate Editor

Incisive Media, Oct. 2000-present

- Edit, fact-check, and code columns and tables for ClickZ
- Write, edit, and distribute writer newsletter
- Help build site brand by actively participating in social networking activities
- Maintain editorial calendar
- Act as daily contact for freelancers and manage freelancer invoices
- Answer reader mail
- Assisting Executive Editor with day-to-day site operations

### Research Editor/Project Editor

IDC, Feb. 1999-Oct. 2000

- Edited special projects and assisted Senior Research Editors in Copy Editor training
- Helped develop publishing process and documentation for new products
- Copy edited high-tech marketing research
- Prepared graphics for production
- Verified data cited in text agrees with data presented in graphics
- Kept current filing information for subscription research

### Proofreader

Epsilon Data Management, June 1994-Feb. 1999

- Proofread direct mail projects
- Organized and maintained all client specifications in department style manual

## Education

- 1998: MA in English, Northeastern University
- 1993: BA in English, Salem State College

## Technical Skills and Languages

MS Office, Acrobat Reader (editing tools), Lotus Notes, HomeSite, Mozilla Thunderbird, HTML, and XML.