

## Experience

### Communications Professional

**Right Touch Editing, Haverhill, MA**

**Sept. 2005–present**

- Write and edit client copy
- Manage publishing projects for clients
- Train communications professionals in writing, editing, and related topics
- Speak at industry-related live events

### CEO

**Pilcrow Group, LLC, Durham, NC**

**Sept. 2015–Nov. 2018**

- Led company, setting strategy and goals
- Co-managed the Copyediting brand
- Oversaw Copyediting's publications and led training courses
- Co-authored [\*Copyediting's Grammar Tune-Up Workbook\*](#)

### Copy Chief & Associate Editor

**Incisive Media, New York, NY**

**Oct. 2000–Oct. 2009**

- Copyedited, fact-checked, and coded columns, tables, and marketing materials for ClickZ.com
- Wrote, edited, and distributed writer newsletter
- Acted as daily contact for readers and freelancers
- Assisted Executive Editor with day-to-day site operations

### Research Editor/Project Editor

**IDC, Framingham, MA**

**Feb. 1999–Oct. 2000**

- Copyedited and fact-checked high-tech marketing research and special projects
- Prepared graphics for production
- Kept current filing information for subscription research

### Proofreader

**Epsilon Data Management, Burlington, MA**

**June 1994–Feb. 1999**

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

## Professional Organizations

- Advanced Professional Member of the Chartered Institute of Editing and Proofreading
- Member of ACES: The Society for Editing

## Education

- MA in English, Northeastern University
- BA in English, Salem State University