

Capability Statement

Core Competencies

- Specializing in copyediting and proofreading policy documents, research reports, and technical content
- Expert handling of complex projects with tight deadlines
- Team-based approach to ensure high-quality editing and consistency
- Proven ability to maintain technical accuracy while ensuring accessibility for diverse audiences

Past Performance

Center for a New American Security (CNAS)

- Copyedit national security, defense technology, and policy reports and white papers across multiple simultaneous projects
- Deliver consistent quality across approximately 20 reports since 2024 under tight production schedules
- Ensure clarity and consistency of specialized content for government, military, and policy audiences

American Institutes for Research (AIR)

- Copyedit course slides and develop editorial style guide for Massachusetts Department of Early Education and Care contract
- Provide subcontracting editorial support aligned with government project requirements and deadlines
- Establish consistency standards to support ongoing editorial quality across the project

Trinity Church New York City

- Copyedit and proofread dozens of grant applications semi-annually under strict deadlines
- Deploy coordinated team approach to maintain quality and consistency across high-volume submissions
- Support documentation with significant funding implications for a major nonprofit institution

AI Policy

We do not use AI without explicit client approval.

Differentiators

- **Software flexibility:** Proficient in various platforms, including Word, Acrobat, Google Docs, Canva, Fluxx, WordPress, and Figma
- **Specialized tools:** Utilize [PerfectIt](#) by Intelligent Edit and custom Word macros
- **Certifications:** Two team members are [Advanced Professional Members](#) of the Chartered Institute of Editing and Proofreading, one team member is a certified technical writer

Awards and Recognition

Owner and Senior Editor Erin Brenner has won the following awards:

- **2024 Robinson Prize**, ACES: The Society for Editors
- **Gold Award for Writing in the Collateral Category**, New England Direct Marketing Association, July 2018

Professional Affiliation

- **Member**, ACES: The Society for Editing

Corporate Data

Founded: 2005

Structure: EDWOSB

Team Size: 13 members

UEI: QHLYCNJZHU69

CAGE Code: 9YXB5

NAICS Codes: 561410, 541990, 611430, 711510

Product Services Codes: R701, R499, R426

Payment options: Credit and purchase cards, PayPal, Zelle, ACH, Wise

Quality Assurance

All client work is subject to a structured quality review process. Principal Erin Brenner provides direct oversight on select projects and maintains editorial standards across the full team.

Contact Information

Erin Brenner

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