

active voice

writing & editorial services

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summary Providing high quality communications, marketing, technical writing, and editing services to clients in the nonprofit, public, and private sectors since 2001.

writing Feature articles, in-depth interviews, and profiles for specialist and general audiences; print and online marketing materials, ad copy, and press releases; textbooks, instructor guides, and test questions; web content and supporting documentation; RFPs/RFQs and proposals; speechwriting and ghostwriting

editing Copyediting of newsletters, articles, brochures, marketing materials, and book chapters; substantive editing of reports and technical documents; proofreading; citation research and editing; research and analysis

design Design of templates in multiple formats for use in online and in-person training courses; design several lines of personal productivity templates available for free download from the web in multiple formats; design website graphics

clients Association of Fundraising Professionals; ASIS international; *Cleveland Clinic Magazine*; Combined Federal Campaign--National Capital Area; Dravet.org; EEI Communications and EEI Press; Global Impact; HEP Development Services; Human Factors International; International Association of Movers; Jacob & Sundstrom, Inc.; Johns Hopkins Healthcare, LLC; Johns Hopkins Whiting School of Engineering Development Office; National Center for Construction Education and Research; Office of Science and Technology Policy--Executive Office of the President; *Recreation News*; Science and Technology Policy Institute, Institute for Defense Analyses; Stratmark; WTEC, Incorporated

pro bono Canton Community Association (Baltimore, MD): Managing Editor and Writer, *The Canton Connection* and *The Canton Connection Online*; Takoma Park/Silver Spring Co-op (Takoma Park, MD): Managing Editor and Writer, *Cooperative Effort News*; Maryland Writers' Association: Editor, *Pen in Hand*; Webmaster, state and Baltimore Chapter websites

media Mac and Windows environments; Adobe Illustrator, Photoshop, Acrobat, and Dreamweaver; Microsoft Office; Apple iWork; ArcSoft PhotoStudio; Omni Group OmniGraffle; Nisus Writer Pro; iStudio Publisher; BeLight Art Text

education MA, American History, University of Maryland, 1997
MLS, Archival Studies, University of Maryland, 1997
BA, Honors, History, Regis University, Denver, 1992

memberships American Society of Business Publication Editors
Editorial Freelancers Association
Maryland Writers' Association
National Coalition of Independent Scholars

awards 2001 John Southam Award for Excellence in Sailing Communication
Lemelson Center Fellowship, Smithsonian Museum of American History

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