

Jenny Magar

Resume for Professional Editing

Experience

Senior Copy Editor Elderberry Press, Oakland, Oregon. 2006–present.
Literary fiction and nonfiction books

- Copyedit for grammar and punctuation and for consistency in spelling, statements of fact, and style while maintaining author's message, level of diction, and tone of voice
- Develop complete style sheet which includes the chapter and verse from *The Chicago Manual of Style* for any editorial suggestion regarding style for author's reference

Technical Editor DSI, Inc. Austin, Texas. 2005–2006.
Training manuals, computer-based training, storyboards

- Worked with team: project manager, instructional system designer, subject matter experts, technical writers, and developers
- Provided all levels of editing: substantive, developmental, line, and proofreading for text, charts, tables, and graphics for overall content flow, readability, grammar, and for consistency in punctuation, spelling, statements of fact, formatting, and adherence to client style
- Recast text or queried authors politely when encountering passive voice verbs, lack of parallelism, redundancies, mixed metaphors, ambivalence, illogical constructions, and inconsistency in statements of fact
- Provided quality assurance for computer-based training (CBT), including checking navigation, links, and text imported from approved storyboards
- Provided technical writing for client implementation of blended learning
- Developed storyboards in PowerPoint, attachments to CBT in Word, and cost accounting and bidding tools in Excel
- Recruited and managed freelance developers

Proofreader Kensington Publishers. New York, New York. 1999–2006.
Novels

- Proofread about two hundred books, some by *New York Times* and *USA Today* best-selling authors
- Compared page proofs to manuscript
- Checked formatting, pagination, end-of-line hyphenation, front matter, back matter, running heads, and jackets
- Edited text for grammar and for consistency in punctuation, spelling, statements of fact, and style keeping changes in proofs to a minimum
- Referenced *The Chicago Manual of Style*, *Merriam-Webster's*, and other sources

Copy Editor City of San Marcos Main Street Program. San Marcos, Texas. 1998–1999.
Marketing pieces

- Copyedited brochures, press releases, and newsletters
- Developed database in Excel for publication of the Downtown Business Directory

Education

BA in English Texas State University in San Marcos, Texas

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