

Freelance Editor

Lauren Donovan

The Book Foundry

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Summary

Freelance editor with 13 years of experience editing and writing solar energy business copy, and 1 year of experience working with independent writers. Ambitious, dedicated professional with a fast-learning track record and proficiency in following specific guidelines. Skilled in thorough copyediting and proofreading abilities. Accomplished in managing projects from concept to completion.

Skills and Specialization

Skilled Developmental Editing; Copyediting; Proofreading; Copywriting; Grant Proposal Writing; Customer Sales and Relations; Project Management; Microsoft Word, Excel, and Outlook; Google Docs, and Sheets; The Chicago Manual of Style, 17th Edition; Merriam-Webster's Collegiate Dictionary, 11th Edition.

Education

BACHELOR OF ARTS | 2007 | UNIVERSITY OF DELAWARE

- Major: English

CERTIFICATES | 2019–2020 | DELAWARE TECHNICAL COMMUNITY COLLEGE

- Certificate in Effective Editing and Grammar
- Certificate in Advanced Fiction Writing

Affiliations

MEMBER

- American Copy Editors Society (ACES)
- Editorial Freelancers Association (EFA)

Experience

FREELANCE EDITOR/OWNER | THE BOOK FOUNDRY | 2019 – PRESENT

- Edited fiction and creative nonfiction manuscripts for spelling, punctuation, grammar, usage, clarity, and in-house and Chicago Manual of Style consistency for independent writers.
- Edited online communications and manual guides for spelling, punctuation, grammar, usage, clarity, and in-house and Associated Press Style consistency for commercial and non-profit organizations.
- Compiled style sheets of manuscript-and-author-specific word choices, spellings, and style usage to reduce the number of mistakes and improve consistency in style for further edits and related manuscripts.

RENEWABLE PERMITTING & DESIGN MANAGER | CMI SOLAR & ELECTRIC, INC. | 2008 – 2020

- Managed the solar power design department responsible for public customer and sales communications, installation project management, internal solar package and design writing, and permitting management.