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- Experience**
- Senior Medical Editor** • BGB Group New York 2019-2023  
Serves as editor of record for several brands, providing copyediting, proofreading, and fact-checking. Ensures pieces are grammatically and factually accurate and in compliance with AMA style, client style, and FDA rules and regulations. Maintains quality control. Proficient in use of ProofHQ. Coordinates with team members from all departments. Assists with other brands as needed.
- Senior Editor** • FCB Health New York 2016-2019  
Copyediting, proofreading, and fact-checking on all accounts as needed. Adapted to the specifics of multiple accounts. Followed through with account editors. Managed second-shift editorial team on fill-in basis. Helped enforce OPDP/regulatory guidelines. Used AMA bibliographic style. Proficient in use of DocuProof, ArtProof, proprietary markup tools.
- Internet Producer & Editor** • Purch (TechMediaNetwork) New York 2000, 2001-02, 2009-2016  
Produced news stories for SPACE.com, a commercial space-themed website. Edited content of science- and space-related articles. Assisted with production of updated reference section. Researched and selected images, videos, and cross-references for numerous articles. Wrote promotional material. HTML coding, Photoshop, ImageReady.
- Bibliography Editor** • Worth Publishers New York 2002-2015  
Assembled bibliographies for several editions of psychology textbooks, containing over 2500 references. Converted text bibliographies from previous editions into Endnote database format. Utilized PsycInfo and other online resources to locate and check references. Copyedited and formatted all references in APA bibliographic style. Checked citations in text.
- Writer/Production Assistant/Voiceover Talent** • Imaginova Corp. New York 2007-2008  
Handled numerous production duties for a science-oriented website. Prepared text and graphics for publication online utilizing a proprietary Content Management System. Copyedited and fact-checked news stories. Edited HTML code. Cropped and scaled images. Researched and wrote the "Image of the Day" feature. Provided voiceover narration for science videos.
- Internet Consultant** • HarperCollins Publishers New York 1997-2000  
Created 1300-entry database of websites for marketing and promotion purposes. Evaluated websites for usefulness, content, and design. Developed and executed numerous e-mail publicity campaigns for new HarperCollins releases. Copyedited text of e-mail newsletters.
- Associate Producer** • *alt.culture*, Pathfinder, Time Inc. New Media New York 1996-1997  
Assisted with major update of 1000-entry web database cataloguing entertainment, media, pop culture, lifestyle, fashion, tech, and social issues. Contributed new entries. Researched photographs and contact information online. Digitized artwork. Evaluated many websites for potential links. Handled numerous other duties.
- CD-ROM Department Assistant** • The Voyager Company New York 1996  
Assisted with production of commercial CD-ROM's, including quality assurance. Handled numerous administrative duties.
- Education**
- Master of Arts** • Gallatin School of Individualized Study • Arts Emphasis  
New York University September 1996  
Courses in art history and theory, performance studies, television writing, and digital media (in the Interactive Telecommunications Program).
- Master of Professional Writing** • Fiction Emphasis  
University of Southern California May 1993  
Studied with authors T. Coraghessan Boyle, Richard Yates, John Rechy, and Hubert Selby, Jr.
- Bachelor of Arts in Cinema and Television** • Production Emphasis  
University of Southern California December 1984
- Awards** Gallatin Honors Scholarship (renewed for two years), NYU  
Gallatin Dean's Scholarship (renewed for two years), NYU
- Skills** 35+ years of Macintosh use and ownership: Word, Excel, EndNote, Photoshop, Firefox, Chrome. Windows: Office. Internet applications: FTP clients, VPN clients, PIM applications. Social media: Facebook, Twitter, LinkedIn, Flickr, YouTube, others. Basic digital audio and MIDI editing.
- Other** Wrote, directed, produced, and performed in numerous theater productions in NYC.