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SUMMARY

Editing and proofreading medical and scientific materials are the core of my career and working experience. I can offer excellent technical skills in writing, editing, proofreading, and working effectively with writers and contributors. While working in-house for various journals, I acquired a thorough understanding of all stages in the publishing process. Several of these journals are published in both print and on-line versions, and I am comfortable in working with either publication format.

I have a proven ability to work in challenging environments that call for skill in communications, organization, and leadership. During my tenure with the College of Family Physicians of Canada, I led the editorial staff through several extended periods of managerial transition, journal redesign, and automation as CFP responded to changing needs of readers and technologic advances.

FREELANCE CLIENTS

F. Hoffmann–La Roche Pharmaceutical Company
The Hospital for Sick Children
Canadian Family Physician, College of Family Physicians of Canada
Canadian Medical Association Journal, Canadian Medical Association
Neuro-Oncology, Duke University
Pharmakon, InServe Support Solutions
Incremental Health Solutions
A metric guide for health professionals on dosages and solutions, WB Saunders

Medical Edits October 2008-Present

Freelance Medical Editor

Edited and proofread clinical protocols, CME scripts, CVs, journal articles, marketing materials, and statistical analysis plans.

IN-HOUSE EXPERIENCE

Mayo Clinic, Rochester, Minnesota October 2007-August 2008

Managing Editor *Mayo Clinic Proceedings*

Edited and proofread material for publication in *Mayo Clinic Proceedings* to conform to *AMA Manual of Style* and *Proceedings* house style, negotiated changes with authors by e-mail and telephone, read and approved (both on paper and electronically) page proofs by deadline after author changes were incorporated.

College of Family Physicians of Canada, Mississauga, Ontario 1989-2007

Associate Editor; Editorial Manager *Canadian Family Physician*

Assumed leadership and full responsibility for management and administration of the Editorial Unit of CFP in 2005. I began with CFP in 1989 as an Associate Editor and acquired greater managerial and supervisory capacity within that position over time. My position expanded to include many components in addition to writing and editing, such as administration and planning. Greater responsibility for overseeing and training junior staff was offered during a time of transition. I was named supervisor for the Assistant Editor and News Writer, later for the French Assistant Editor and Manuscript and Circulation Coordinator, which involved direct responsibility for overseeing the daily work of editorial staff and freelance writers and editors.

Major Responsibilities:

- Proofreading manuscripts, taking authors' corrections, checking layouts
- Developing a copyediting style manual for staff
- Developing a copyright policy for CFP
- Budget planning and administration, meeting organization
- Collaborating with internal organizational departments
- Supervising staff, hiring, training, and evaluating performance
- Attending professional conferences as a journalist

Associate Editor; Manager, Editorial Unit *Canadian Family Physician* (continued)
Achievements: I helped to refocus the editorial content and editorial team during the 1990 and 2003 redesigns of our publication. Despite occasional staffing and resource challenges, CFP came out on time every month.

EARLIER EXPERIENCE 1983-1989

Associate Editor, Trimel Corporation, Mississauga, Ontario

Edited articles and columns for *Drug Protocol*, a journal about pharmacologic therapy.

Copy Editor, Annals Publishing Company, St Louis, Missouri

Edited scientific manuscripts for publication in the *Annals of Otolaryngology & Rhinology*.

Research Assistant, Central Institute for the Deaf, St Louis, Missouri

Assisted a sensory neuroscientist in preparing manuscripts to be submitted to journals.

Head Proposal Writer, Inter-Varsity Christian Fellowship, Madison, Wisconsin

Supervised production of all proposals and correspondence to major foundations contributing to Inter-Varsity.

PROFESSIONAL MEMBERSHIPS

Council of Science Editors, American Medical Writers Association, Editors' Association of Canada

EDUCATION

BA, Preprofessional English: Southern Illinois University at Edwardsville 1983

Grade point average was 97%, and I financed 80% of my education through scholarships and part-time employment. Honours: William J. Michael award (outstanding German student), Presidential Scholarship, Illinois State Scholar, and National Merit semi-finalist.

Professional Development Courses: Editors' Association of Canada, American Medical Writers' Association, Board of Editors of Life Sciences examination

REFERENCES

Available upon request