

## Experience

### CEO

**Right Touch Editing, Haverhill, MA** **Sept. 2005–present**

- Lead editing agency, providing clients with individual and teams of communications professionals
- Train communications professionals in writing, editing, and related topics
- Speak at industry-related live events

### CEO

**Pilcrow Group, LLC, Durham, NC** **Sept. 2015–Nov. 2018**

- Led company, setting strategy and goals
- Headed up Copyediting's publications and led training courses
- Co-authored *Copyediting's Grammar Tune-Up Workbook*

### Copy Chief & Associate Editor

**Incisive Media, New York, NY** **Oct. 2000–Oct. 2009**

- Copyedited, fact-checked, and coded columns, tables, and marketing materials for ClickZ.com
- Wrote, edited, and distributed writer newsletter
- Acted as daily contact for readers and freelancers

### Research Editor/Project Editor

**IDC, Framingham, MA** **Feb. 1999–Oct. 2000**

- Copyedited and fact-checked high-tech marketing research and special projects
- Prepared graphics for production
- Kept current filing information for subscription research

### Proofreader

**Epsilon Data Management, Burlington, MA** **June 1994–Feb. 1999**

- Proofread direct mail projects
- Organized and maintained all client specifications in department style manual

## Awards

- 2018 Gold Award for Collateral Materials, NEDMA
- 2017 Bronze Award for Collateral Materials, NEDMA

## Professional Memberships

- Advanced Professional Member of the Chartered Institute of Editing and Proofreading
- Partner Member of Alliance of Independent Authors
- Full Member of ACES: The Society for Editing

## Education

- MA in English, Northeastern University
- BA in English, Salem State University