

Jean House

Wilmington, NC • jean@editorhouse.com

Objective

Freelance editor with 14 years of experience available for editing and proofreading projects. Experienced in academic, business, and popular writing, as well as Chicago, MLA, and APA styles.

Employment History

Freelance editor	8/01-present
English Instructor for Cape Fear Community College English Department	8/06-12/06
Editor for Seaside Media (magazine publisher)	8/05-6/06
English Instructor for UNC Wilmington English Department	8/01-5/05
Writing Tutor for UNC Wilmington Writing Center	8/01-5/05
English Instructor for Cape Fear Community College English Department	8/03-12/03
Associate Editor for The Ensign (magazine)	6/96-6/01
Editor, Department Editor, and Writer for Technician (newspaper)	8/93-4/96
Writing Tutor for N.C. State University Disability Services	5/94-9/95
Volunteer Tutor for Various literacy projects	1990-2006

Editing, Writing, and Publications Management Experience

8/01-present Independent Contractor, Wilmington, NC

Freelance Editor: Edit texts including Ph.D. dissertations, graduate projects, novel manuscripts, children's books, memoirs, and business plans. Services include copyediting, developmental editing, proofreading, and critique. Experienced in Chicago, MLA, APA, and AP editorial styles.

8/05-6/06 Seaside Media, Wilmington, NC

Editor: Edited and wrote for a business magazine and an arts and entertainment magazine. Recruited and managed freelance writers.

6/96-6/01 The Ensign, Raleigh, NC

Associate Editor: Edited all copy using house, AP, and Chicago styles for the monthly magazine of U.S. Power Squadrons, a national nonprofit boating education organization (50,000 circulation). Designed pages and graphics. Proofread all copy. Evaluated all incoming submissions. Managed special projects, including posters, displays, media kit, in-house promotions, and advertising programs. Recruited, trained, and managed college interns. Researched and wrote style manual. Indexed magazines monthly. Represented magazine at conventions

8/93-4/96 Technician, Raleigh, NC

Editor in Chief: Managed 40 paid and volunteer employees at N.C. State University's newspaper (18,000 circulation). Conducted editorial meetings. Maintained relationships with university departments and personnel. Oversaw daily activities and annual budget. Wrote and edited editorials, columns, and news articles (3 semesters).
Features Editor: Managed staff of 12. Assigned stories. Edited all copy. Wrote articles and columns. Voted 1994 Editor of the Year by colleagues and supervisors (2 semesters).
Assistant Features Editor: (2 semesters).
Staff Writer: (1 semester).

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Teaching and Tutoring Experience

8/06-12/06 English Department, Cape Fear Community College, Wilmington, NC

Instructor: Taught Expository Writing (2 semesters, also employed 8/03-12/03).

8/01-5/05 English Department, UNC Wilmington, Wilmington, NC

Instructor: Taught Composition I, Composition II: Research Writing, and Introduction to Literature (5 semesters).

Teaching Assistant: Observed and assisted with English classes and tutored in the university writing center. Taught four Composition I classes (4 semesters).

8/01-5/05 The Writing Place, UNC Wilmington, Wilmington, NC

Writing Tutor: Tutored students in all areas of composition, mechanics, and APA and MLA academic styles. Tutored students in grammar and punctuation. Trained new consultants. Managed special projects, including re-design of MLA style guide. Visited classes and campus groups to introduce the Writing Place's services. Lead style workshops for faculty. Awarded UNCW KUDOS award for service, 2005 (11 semesters).

5/94-9/95 N.C. State University Disability Services, Raleigh, NC

Writing Tutor: Tutored college students in composition (4 semesters).

1990-2006 Various Literacy Projects, Raleigh and Wilmington, NC

Volunteer Tutor: Taught adult ESOL classes for the Cape Fear Literacy Council (7/05-12/06).

Tutored adult emerging readers for the Literacy Council of Wake County (1999-2001), and high-school and adult ESOL students for Family Services of Wake County (1990-1993).

Education

8/01-5/03 UNC Wilmington, Wilmington, NC

M.A. in English, Critical Literacy: Awarded two-year teaching assistantship. Awarded Lacy C. and Doris L. Sidbury fellowship, 2001. Published adult literacy research project in *Cape Fear Challenger*, Summer 2002. Thesis focused on rhetoric and popular culture.

8/91-5/96 N.C. State University, Raleigh, NC

B.A. in English, Writing and Editing, Minor in International Studies: Graduated Magna Cum Laude. Recognized six times on semester Dean's List. Honors in English and international studies. Golden Key National Honor Society and Sigma Iota Rho National Honor Society for International Studies. Awarded Poynter Institute for Media Studies Ethics and Leadership for Editors Fellowship, 1995.

Computer Skills

Word processing: Microsoft Word, WordPerfect

Page design: QuarkXPress, Adobe PageMaker, Corel Ventura

Illustration: Adobe Illustrator, CorelDRAW!

Also experienced with Adobe Photoshop, scanning and OCR software, data entry, and website design. Proficient with Internet and e-mail.

References

Professional references are available upon request.