

EDUCATION

5/06 Computer Certificates & Degree – University of Alaska Anchorage, Matanuska-Susitna College Extension

- Associate of Applied Science, Computer Information and Office Systems (Emphasis in Desktop Publishing & Graphics & Office Technology)
- Microsoft Office Specialist Certificate
- Office Technology Certificate
- Desktop Publishing & Graphics Certificate

Courses included Microsoft Word, Advanced Word, Advanced MOUS Topics in Word, Excel, Advanced Excel, Desktop Publishing, Advanced Desktop Publishing, PowerPoint, Proofreading, WordPerfect, Advanced WordPerfect, Internet Authoring and Design, Dreamweaver, Adobe Acrobat, PageMaker, InDesign, Photoshop, and many more.

3/94 Ph.D. in English – University of Oregon

Dissertation: Environmental and Animal Rights Ethics in Children's Realistic Animal Fiction of Twentieth-Century North America

8/88 M.A. in English - University of Oregon

5/84 B. Music in Performance – University of Alaska Anchorage; Minors: Journalism and English

12/83 A.A. in Social Science – Anchorage Community College

WRITING AND EDITING WORK EXPERIENCE

12/06-12/15 Technical Editor & Document Designer BP Exploration (Alaska) Inc.

Edited and formatted hundreds of reports of varying lengths (most averaging about 90 pages) in Microsoft Word, as well as dozens of Microsoft Word and Excel forms. Editing involved editing for company style; changing spelling from British English to American English; correcting grammar, punctuation, and organization errors; suggesting revisions to the authors; and ensuring consistency among the various documents. This was a full-time job in 2007 and 2008, but I worked at home as a contractor and hired, trained, and supervised a subcontracting staff of typists, formatters, and editors who are available to me on an as-needed basis. Kept in constant e-mail and phone contact with my in-house supervisor and provided her with weekly status reports.

1/10-10/11 Technical Editor & Document Designer ASRC

Edited proposals and reports for various ASRC companies during 2010 and 2011. For ASRC Energy Services (AES-RTS), handled all editing, formatting, document database reorganization and record keeping, and some proposal editing and production for 4 months as a contractor. While there, I edited the editorial style guide, designed templates, and renamed and organized electronic files.

11/10-5/13 Technical Editor & Document Formatter Lynden Air Cargo

Edited and formatted technical manuals and reports for this airline; some manuals were over 700 pages in length. I made them all consistent and made them readable for iPads.

1/94-present Technical Editor and Marketing, Proposal, and Business Writer Wordsworth LLC

As managing owner of Wordsworth, duties include writer, editor, proposal editor and writer, technical editor, and marketing writer. Clients have included Alaska Communications, BPXA, ASRC, KAE Engineering, Becker Underwood, Yulista, Ace Environmental, ASTS, BRG Engineering, Bliss Construction, Terra Surveys, Hoefler Consulting, Alaska Native Tribal Health Consortium, Bristol Environmental, MWH Americans, Inc., QAP, Jacobs, EMC, EPRI, EMCON Alaska, Woodward-Clyde, LCMF, CH2M Hill, URS, *Alaska Business Monthly*, Cox Communications, UAA, Kuskokwim Architects and Engineers, and many more.

5/04-present Primary Owner and Forms Designer Forms in Word

Design, create, edit, and sell thousands of government (mostly federal) forms in Microsoft Word (which look just like the government's PDFs), as well as numerous forms in Excel. Clients include federal and state agency personnel as well as the public. Designed, wrote, and updated Web site: www.formsinword.com and handle all record keeping. Business has grown and continues to grow; currently selling between 450 and 650 forms per month through our Web site.

12/01-4/03 Technical Editor and Document Designer ENSR Alaska (Anchorage)

Handled editing and document processing and formatting of all documents using Microsoft Word and Excel for this environmental firm. Designed newsletters and advertisements using PageMaker. During the first 3 months, handled over 150 documents, many with major editing and document formatting needs. Set up production schedules and document tracking system sheets. Set up publications file on server containing various company logos and designed templates in Word and PageMaker. Designed and printed CD labels and covers and created CDs for delivery to the clients. Arranged color-printing services for special projects and created PDF files. Trained others on document formatting and proofreading topics, both individually and in a classroom situation. Edited and formatted numerous proposals and created marketing materials.

12/01-12/05 Marketing and Technical Writer Terra Surveys, LLC (Palmer, AK)

As an on-call contractor, wrote and designed all marketing materials, including Statement of Qualifications, brochures, Web site text, resumes, and project descriptions. Rewrote and edited 244-255 forms and other proposals. Wrote company style guide. Created Publications folder and all subfolders on server and organized hundreds of documents, photographs, logos, and other graphics into an easily retrievable file system. Created a document review process.

9/85-present Newsletter Designer and Writer Wordsworth

Using PageMaker and Microsoft Word and Publisher, have designed and/or written newsletters for such clients as *Alaska Pet News* (also served as publisher), Landscape Supply, Chugiak Children's Services, the Alaska State Fair, ENSR Alaska, CRW Engineering, the University of Oregon Alumni Association, the Musk Ox Cooperative, the Cottage Grove Humane Society, and STOP the Overpopulation of Pets. Also designed and edited many U.S. military newsletters, including Restoration Advisory Board newsletters, as a subcontractor for various clients.

7/02-11/02 Technical Editor Minerals Management Service (Anchorage, AK)

Edited a 1,500-page Environmental Impact Statement for the Mineral Management Service. Editing tasks involved collecting document files from various writers and editing them for mechanics, style, plain English, and logic. Also handled all document formatting tasks, saving the agency a great deal of money in having to hire someone to format the document. Short-term contract position.

5/03-present Web Site Writer and Designer Wordsworth

Sample Web sites designed, written, and edited by Wordsworth include Alaska Irish Music Festival, Kikiktagruk Inupiat Corporation, Transformations Design, STOP the Overpopulation of Pets, Inc., Alaska Medical Clinics, LLC, Wordsworth Writing, Editing, & Researching Services; and Weight Loss Alaska.

1/00-12/01 Copy Editor and Writer Alaska Newspapers (Anchorage, AK)

Writer for the *Oil and Gas Reporter* and special publications, *Alaska Journal of Commerce*. Previous work included copy editor, writer, and columnist for *Business News Alaska*. Copy editor and writer for *Petroleum News Alaska*. Wrote special ARCO history for *Petroleum News Alaska*. For the summer of 2000, online copy editor for the *Kodiak Daily Mirror* newspaper. Edited all reporters' stories for AP style, grammar, and punctuation, and taught them how to improve their stories. Familiar with many styles: AP, Chicago, MLA, APA, and in-house styles.

11/94-1/96 Report Writer Oregon School Study Council

Researched, conducted interviews, and wrote reports on educational topics. Also wrote book chapters, articles, and summaries for ERIC Clearinghouse on Educational Management. Published reports: *School-Based Management: Rationale and Implementation Guidelines*, *Priority on Learning: How School Districts Are Concentrating Their Scarce Resources on Academics*, and *Quality Work Teams*. Published two chapters in *School Leadership* as well. Many of the shorter documents are available online.

1/93-5/94 Associate Editor CPM Magazine

Edited and wrote copy, conducted interviews, planned articles, researched, and contributed design suggestions for this group of agricultural magazines. Hired freelancers, set up editorial and photo libraries. Chief editor of Mexican and Canadian editions. Wrote the *CPM Editorial Department Style Guide* and the *Safety Duck Training Manual*.

5/91-11/93 Editorial Assistant Aster Publishing

Proofread scientific and technical articles for many magazines, including *BioPharm*, *GPS World*, *GIS*, *CADalyst*, *Spectroscopy*, *Managed Health Care News*, *Pharmaceutical Technology*, and *Pharmaceutical Executive*. Wrote style and proofreading manual for all magazines.

1982-1994 Owner Wordsworth Writing Services

Wrote and designed articles, brochures, newsletters, and reports for magazines, newspapers, businesses, and organizations. Edited and evaluated novels, articles, and manuals for companies and individuals. Wrote and designed public relations materials.

ENGLISH TEACHING EXPERIENCE

9/86 - 2/2005 College English Instructor Various Colleges

Taught composition, technical writing, business communications, computers and writing, literature, and other courses Matanuska-Susitna College, University of Alaska Anchorage, Green River Community College (full time), Lane Community College, Umpqua Community College, and the University of Oregon.

10/85-3/89 Academic Tutor Educational Support Program, University of Oregon

Tutored college athletes in writing, literature, American studies, history, physics, journalism, sociology, speech, and

general study skills. Created and ran the writing tutoring laboratory.

ADDITIONAL WORK EXPERIENCE

6/00-present Executive Director STOP the Overpopulation of Pets, Inc.

Founded nonprofit 501(c)(3) charitable organization, including filling out all federal, state, and borough paperwork. Wrote grant applications, wrote all marketing and educational materials, distributed spay/neuter applications. Sent out 1,050 spay/neuter vouchers to target area of Mat-Su Borough residents, as well as expanded statewide, within 11 months; these vouchers are worth over \$30,000. Serve as volunteer director and president; work includes organizing board meetings, supervising other volunteers, making educational presentations, keeping Excel tables of all financial information, writing annual reports, paying all bills, handling and filing all paperwork, and additional recordkeeping. Designed and wrote Web site and researched and wrote annual reports, proposals, and newsletters.

ADDITIONAL WRITING CREDITS

Magazines and Newspapers (Writer or Editor):

- Writer, *Alaska Journal of Commerce* Special Publications and *Oil and Gas Reporter* (2001-2002).
- Writer and Copy Editor, *Business News Alaska* (2000-2001).
- Writer, *Alaska Business Monthly* (1994-2000).
- Copy Editor and Writer, *Petroleum News Alaska* (2000-2001).
- Copy Editor, *Kodiak Daily Mirror* (newspaper) (2000).
- Writer, *Alaska Parenting News* (1994-95).
- Writer, Special Pet Sections, *The Frontiersman* (newspaper) (2001 and 2002).
- Writer, Designer, and Publisher, *Alaska Pet News* (1998-2003).
- Associate Editor, *CPM Magazine* (six monthly issues plus 26 newsletters) (1993-1994).
- Proofreader, *GIS*, *GPS World*, *BioPharm*, *Pharmaceutical Technology*, *Pharmaceutical Executive*, *Managed Health Care News*, and *CADalyst* magazines (1991-1993).

Books and Reports:

- *Children's Realistic Animal Fiction of Twentieth-Century North America* (published 2014 on Amazon and other sites)
- *Priority on Learning: How School Districts and Schools Are Concentrating Their Scarce Resources on Academics* (published 2014 on Amazon and other sites)
- *Quality Work Teams: Rationale and Implementation Guidelines* (published 2014 on Amazon and other sites)
- *School-based Management: Rationale and Implementation Guidelines* (published 2014 on Amazon and other sites)
- *Style Guide for Architectural, Engineering, Environmental, and Construction Firms* (published 2014 on Amazon and other sites)
- *Style Guide for Oil Companies and Contractors* (published 2014 on Amazon and other sites)
- *Style Guide for Airline Companies and Contractors* (published 2014)
- *General Company Style Guide* (published 2014)
- Chapter in *Chicken Soup for the Dog and Cat Lovers Soul*, published December 1999.
- Two chapters in *School Leadership: Handbook for Excellence, 3rd Edition*, published by ERIC Clearinghouse on Educational Management.
- *School-Based Management: Rationale and Implementation Guidelines* published by Oregon School Study Council (OSSC).
- *Priority on Learning: How School Districts Are Concentrating Their Scarce Resources on Academics*, OSSC.
- Quality Work Teams, OSSC.
- EMCON Alaska's *Statement of Qualifications* (December 1994).
- Aster Publishing's *Manual for Technical Proofreaders*.
- CPM Magazine's *Editorial Department Style and Proofreading Guide*.
- Montgomery Watson's *Document Style Guide*.
- Terra Surveys, LLC's *Report Writing and Style Guide*.
- Edited Wesley Earl Dunkle: *Alaska's Flying Miner (Mining the American West)* by Charles Caldwell Hawley, which was published in 2003 by the University Press of Colorado
- Edited hundreds of reports and other documents for various companies.
- *Literature Review: TNT, RDX, and Heavy Metals Disposition in Soils and Plants*, April 2001. Prepared for U.S. Army Corps of Engineers Cold Regions Research and Engineering Laboratory for a client. Researched, wrote, and designed this 150-page document.
- *Solar Panel Remediation System: Operations and Maintenance Manual*, June 2001. Prepared for National Park Service for a client. Researched, wrote, and designed.
- *Final Underground Storage Tank and Pipeline Monitoring Report, King Salmon Airport, King Salmon, Alaska*, April 2001, prepared for United States Air Force for a client. Rewrote, completely redesigned, and added text and tables.
- Published three books of nonfiction, two poetry books, on amazon.com and other sites in 2014 (pen name)

Proposals:

- Edited, wrote, or rewrote dozens of successful proposals for environmental and engineering firms, including proposals for (often multimillion-dollar) contracts awarded by the U.S. Army Corps of Engineers, the National Oceanic and Atmospheric Administration, the Federal Aviation Administration, the State of Alaska Department of Transportation and Public Facilities, and the Municipality of Anchorage.
- In 2002 and 2003, wrote grant proposals for STOP the Overpopulation of Pets, a nonprofit organization devoted to

paying full cost for spaying and neutering of dogs and cats. Over \$35,000 in grants were awarded to this then-new organization.

- Have edited and written numerous SF254/255 and SF330 proposals.
- Wrote proposals and employee manuals for medical clinics.

Other:

- Designed and sold thousands of government and business forms in Word and Excel through www.formsinword.com.