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COMMUNICATIONS SPECIALIST

Communications specialist with extensive background in writing, editing, public relations, research, and transcription. Proven track record as a highly motivated, creative individual with an eye for accuracy and attention to detail. Well organized, able to multi-task efficiently, works well under pressure and on deadline.

EDUCATION

M.A., Public Communications, Syracuse University

Thesis: "The Gould Era-1935-1962:

Twenty-seven Years of Editorship at the *Ladies' Home Journal*"

B.A., French, Northern Illinois University

Diplôme semestriel, La Sorbonne, Paris, France

Certificate, Copyediting, Univ. of California at San Diego

PROFESSIONAL COMMUNICATIONS EXPERIENCE

1979-Present

Writing

Conduct research, interview sources, and write newspaper and magazine articles, press releases, public service announcements, brochures, newsletters, and promotional material. Owner/publisher of the large (750+ pages) tourism website IlovetheFingerLakes.com.

Publications (*=custom publication)

Partial list: *Countryside*, *Connoisseur*, *Family Circle*, *American Way**, *Men's Health*, *Organic Gardening*, *Flower & Garden*, *The Weekend Gardener*, *Mother Earth News*, *Your Home**, *Easy Lawn & Garden**, *Decks and Backyard Projects**, *Early American Life*, *New York Alive*, *Cornell Alumni News*, *The New York Times*, *Daily Gazette* (Schenectady, N.Y.), *The Philadelphia Inquirer*, *The Press & Sun-Bulletin* (Binghamton, N.Y.), *My Home Life**

For samples, see <http://ilovethefingerlakes.com/articles.htm>.

Teaching Experience: Taught magazine article writing to adults and composition to college freshman (full-time).

- ◆ Empire State College, 1990
- ◆ BOCES, 1985-86
- ◆ Elmira College, 2000-2001

Editing

Type of work: Copy editing, developmental, stylistic and substantive editing, ESL/EFL editing, and proofreading. Proficient in a variety of styles, including CMS, MLA, APA, and AP.

Type of material: Books (fiction and non-fiction), textbooks, magazine and journal articles, theses, dissertations, newsletters, reports, blog spots, public relations materials, speeches, etc.

Experience: Worked full-time for Cornell University Press (1981-1982). Freelance copy editor for Haworth Press (1996-2001) and others for more than 25 years. Specializing in serving Cornell and other university communities.

Public Relations

Type of work: Write and edit press releases, public service announcements, brochures, newsletters and promotional material. Comfortable working for all media—newspapers, magazines, radio, television and online.

- Principal writer, "Employer Resources," bi-weekly newsletter of Graphic Arts Employers of America, 1989

Researcher and Fact-Checker

Type of work: Conduct research online, in libraries (stacks and archives), in museums and in other research institutions, using a variety of methods, including transcription and photography.

Subjects: Social sciences, natural sciences, public health, humanities, sports, travel/tourism, lifestyle, advertorials, corporate and university histories, interviews, education, biographies/memories and more.

Transcriber

Type of work: Transcription of documents, manuscripts, interviews, meetings, etc., using CD, mp3, mp4, wav, For the Record, and Liberty formats.

OTHER EMPLOYMENT

Ithaca City School District

Ithaca, New York

Permanently certified to teach French in the State of New York. Have taught French full-time in grades 6-12 and at the university level. Now retired.

Cornell University

Ithaca, New York

Manager-Sales Promotion and Customer Relations

Cornell University Press

Wrote and produced promotional brochures, responded to customer inquiries, and maintained mailing lists for the Sales Department.

Cataloguer

Olin Library

Cataloged books according to the Library of Congress system.

Library Searcher

Olin Library

Provided catalogers with pre-cataloging information.

SOFTWARE EXPERIENCE

Microsoft Word, Excel, and Notepad, WordPerfect, Adobe Reader, Google Docs, Adobe GoLive CS2, Photoshop Elements, Ipswitch FTP.

PROFESSIONAL MEMBERSHIPS

Editorial Freelancers Association (EFA)

American Society of Business Publication Editors (ASBPE)

Historical Novel Society (HNS)

Society of Children's Book Writers and Illustrators (SCBWI)