



Services

Line editing, copy editing, substantive editing, developmental editing, proofreading

Emphasis

- Articles, reports, and books in international affairs and public policy
- Books in the humanities, social sciences, memoir, and trade fiction

Selected Clients

- Academy of Criminal Justice Sciences
- American Academy of Diplomacy
- American Society of Criminology
- Ballantine Books
- Brookings Institution Press
- Center for Disaster & Humanitarian Assistance Medicine
- Council on Foreign Relations
- Environmental Protection Agency
- Georgetown University Press
- The Hague Institute for Global Justice
- Internal Revenue Service
- Jamestown Foundation
- O'Reilly Media
- Penguin USA
- Random House
- Russell Sage Foundation
- Sage Publications
- Syracuse University Press
- U.S. Department of Energy
- U.S. Institute of Peace

Chronology

- Editor and designer, freelance (1996–ongoing)
- Editor, SocioTechnical Research Applications (1995–96)
- Editor, National Institute of Business Management (1993–95)
- Editorial assistant, Oxford University Press (1992–93)
- Copy editor and proofreader, freelance (1990–92)
- Financial assistant, National Academy of Sciences (1985–90)
- Bookkeeper, Stationers Incorporated (1982–85)
- Manager, W.T. O'Malley's Restaurant (1981–82)
- Paralegal, Farino and Rick, Attorneys (1980–81)
- Accounting technician, U.S. Army Corps of Engineers, EUROPE (1978–80)

Education

- BA, Literature – University of Richmond
- Certificate, Publications – The George Washington University

Professional Affiliations

- Editorial Freelancers Association

Software & Hardware

- Acrobat, Excel, Illustrator, Photoshop, InDesign, MS Word
- wireless LAN, cable broadband, wireless ISP, mobile computing