

JENNIFER ROSE ZACZEK

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EDITING EXPERIENCE

Editor & Owner | Cypress Editing, Portland, OR March 2013–Present

- Provide editorial services on a contract basis for independent authors, book publishers, editorial agencies, businesses, and graduate students
- Developmentally edit, copyedit, and proofread fiction, nonfiction, and other content
- Format manuscripts for electronic (mobi, epub, Smashwords, etc.) and print publication
- Guide authors through the self-publishing process

Managing Editor | Academic publisher, Boca Raton, FL June 2010–March 2013

- Oversaw all aspects of the editorial department, which included the editing and proofreading of more than 80 titles per year
- Instituted an editorial workflow that significantly increased the quality of titles produced
- Consulted with executive management on in-house objective and target market for all content; interfaced with other key departments (Product Development, Marketing, Sales, Customer Service, and Distribution)
- Acquired authors and maintained relationships with existing authors
- Prepared author and freelancer contracts; coordinated author and freelancer payments
- Instructed authors on manuscript preparation
- Reviewed preliminary outlines from authors and provided feedback
- Developmentally edited manuscripts
- Researched and fact-checked to ensure authors competently researched and fact-checked their submitted work
- Styled and copyedited manuscripts in preparation for layout by designers
- Proofed copy, checked typeset copy against manuscript, and verified corrections
- Oversaw assistant editor and ensured competent proofreading and editing
- Updated house style guide and ensured all content adhered to house style
- Obtained reprint permission for copyrighted material or assisted authors with obtaining it
- Maintained reprints
- Communicated with customers regarding suspected errors
- Reviewed and responded to permission requests to use product material

Book Editor & Project Manager | Scribe Inc., Dania, FL May 2008–June 2010

- Managed all incoming book projects from high-priority clients; assigned project managers and oversaw their work
- Evaluated new projects and created project bids; calculated estimated cost and time for tasks
- Maintained network of freelance editors and indexers and handled freelancer contracts
- Ensured work of freelancers and in-house editors met publishers' standards
- Managed the copyediting of 36 academic journals
- Copyedited and proofread books and journals while adhering to the publisher's style guide
- Communicated with authors and clients
- Followed strict schedules and met production deadlines
- Recorded daily progress of projects in company production system

Composition Assistant | Scribe Inc., Dania, FL Jan. 2008–May 2008

- Formatted and coded texts for multiple publishing purposes using XML markup language
- Used macros and style sheets in Microsoft Word to prepare manuscript files for copyediting

Copyeditor | eDiets.com, Ft. Lauderdale, FL

April 2008–July 2008

- Copyedited dieting, fitness, and health-related articles
- Formatted each copyedited article in HTML, provided meta tags and meta description, and linked to related articles on the eDiets website
- Wrote blogs for the eDiets website

Writing Consultant | University Writing Center, Orlando, FL

Sept. 2006–Dec. 2007

- Consulted and assisted students in writing various college-level academic and personal papers
- Conducted informational presentations about the writing center
- Attended weekly seminars to discuss effective ways of reviewing and critiquing students' writing
- Answered phone calls, filed student records, entered data into computer system, created flyers, updated documents, and assisted students with check-in

Copyeditor | *Central Florida Future*, Orlando, FL

Jan. 2007–Sept. 2007

- Fact-checked and copyedited stories
- Wrote headlines, photo captions, and cover briefs
- Copyedited 2007 Freshmen Orientation issue
- Wrote articles published on the front page, above the fold

Editorial Intern | *Orlando Weekly*, Orlando, FL

Sept. 2007–Dec. 2007

- Assisted managing editor in proofreading the annual "Drink" insert
- Responsible for final proofreading of the Holiday Guide Calendar
- Updated online database of restaurant reviews
- Copyedited and fact-checked stories
- Wrote event summaries published in "Selections" column

Content Editor | *The Florida Review*, Orlando, FL

May 2006–Aug. 2006

- Read and evaluated manuscripts submitted to the literary journal
- Wrote evaluations, accepting or rejecting manuscripts

PROFESSIONAL AFFILIATIONS

- Editorial Freelancers Association
- American Copy Editors Society (ACES)
- Northwest Independent Editors Guild
- International Thriller Writers
- Willamette Writers

ACADEMIC CREDENTIALS

University of Central Florida, B.A., Creative Writing, Magazine Journalism

2007

Further Education

- Completed Copyediting Basics II & III, Editors and Ebooks, and Developmental Editing for Fiction courses offered by the Editorial Freelancers Association in 2013 and 2014
- Completed Editecetera's Copyediting Fiction correspondence course in Jan. 2014

SKILLS

- Editorial project management, copyediting, developmental editing, proofreading, fact-checking, e-book formatting, researching, writing, and interviewing
- Exceptional knowledge of multiple style manuals: CMOS, APA, MLA, and AP
- Proficient computer skills in Microsoft Office Suite, Word macros and styles, Adobe Creative Suite (InCopy, InDesign, and Acrobat Pro), WordPress, XML markup language, TextPad
- Social media marketing and SEO
- Skilled typist at 100 words per minute