

Cynthia Williams

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Editor-Independent Contractor

Style Sheets Editorial Services — (AUGUST 2015 – PRESENT)

Researchers and program evaluation consultants:

Clients include Community Science, EvalGroup, National Academy of Medicine

- Assists with evaluation reports, other stakeholder communication, and grant proposals on topics from schoolteacher coaching programs to rural and tribal mental health services.
- Copyedits for grammar and spelling; culls content to fit word or page count; helps with diction, tone, and consistency; performs light fact-checking.
- Uses APA style, *The Chicago Manual of Style*, or house style.
- Draws on background as research associate in organizations focusing on social work, mental health, children's health, and cultural competency.

Scholarly journals and book publishers:

Clients include *The John Updike Review*, Louisiana State University Press, Pelican Publishing Company, University of Missouri Press

- Assists with literary studies, history, and fiction manuscripts.
- Copyedits for grammar and spelling, and ensures consistency.
- Uses MLA style, *The Chicago Manual of Style*, or house style.
- Draws on background as manuscript editor for LSU Press.
- Facilitates editorial review with individual authors.

Nonprofits:

Clients include Open Government Partnership, Public Citizen, Public Citizen Health Research Group, Thousand Currents

- Assists with reports, newsletters, fact sheets, and marketing collateral on topics such as environmental, trade, health, and regulatory policy.
- Copyedits for grammar, spelling, and consistency, and helps to refine text to better address the target audience and fit word or page count.
- Draws on experience as editorial manager for policy advocacy group.
- Facilitates editorial review with multiple levels of staff.

Career History

Smithsonian Magazine — Editorial Assistant (APRIL 2016 – MAY 2017)

- *Project management:* Works with permissions director to handle text licensing requests, negotiate fees, and draft contracts. Performs research to aid these efforts. Created price chart and streamlined processes for managing requests and negotiations.
- *Indexing:* Indexes each issue and updates Index Database.
- *Design:* Uses Adobe InCopy to update "Discussion" column in layout.
- *Copywriting:* Curates all snail mail correspondence, emails, and social media feedback for monthly "Discussion" column. Edits letters and writes "Discussion" page introduction.

SKILLS

More than a decade of editorial experience

Expert at copyediting, line editing, and refining copy to reach target audience

Advanced knowledge of AP and APA style, as well as *The Chicago Manual of Style*

Proficient in Microsoft Word and Excel, Adobe Acrobat, InCopy, and InDesign

EDUCATION

Master of Public Administration, 2009 (Program Evaluation)
Georgia State University, Andrew Young School of Policy Studies

Bachelor of Arts, 2001 (English)
Loyola University New Orleans

MEMBER

Editorial Freelancers Association

Public Citizen — Editorial and Production Manager (FEBRUARY 2014 – APRIL 2016)

- *Project management:* Oversaw four publications. Managed production of 16-page bimonthly member newsletter, creating annual schedule and assigning stories. Coordinated the production of fundraising and event materials. Served as liaison between organization and graphic designers, printers, and other vendors.
- *Editing:* Used AP style to copyedit, line edit, and proofread bimonthly member publication, two monthly health newsletters, and biannual legal newsletter.
- *Design:* Used Adobe InDesign to create layout for newsletters. Used Illustrator and Photoshop to create campaign graphics.
- *Copywriting:* Wrote annual report and articles for bimonthly publication.

Georgia State University — Research Associate II (OCTOBER 2012 – JANUARY 2014)

- *Writing and data collection:* Wrote briefs and reports using qualitative and quantitative data. Contributed to grant-writing efforts. Wrote conference proposal abstracts. Disseminated surveys using Qualtrics software. Conducted interviews.
- *Presenting:* Presented evaluation results to stakeholders.

Public Citizen — Managing Editor (MAY 2011 – SEPTEMBER 2012)

- *Project management:* Managed production of two monthly health newsletters, creating production schedules and instituting quarterly editorial meetings.
- *Editing:* Used AP style to copyedit two newsletters, online drug profiles, reports, and petitions to federal agencies. Inserted citations using Reference Manager.
- *Web management:* Handled website updates in CMS in web manager's absence.

Council on Social Work Education — Research Associate (DECEMBER 2009 – APRIL 2011)

- *Project management:* Served as assistant on \$350K five-year SAMHSA subcontract.
- *Writing and data collection:* Wrote grant proposals. Wrote reports based on qualitative and quantitative data. Created interview protocols. Recruited for interviews and focus groups. Worked with large data sets. Disseminated surveys.
- *Web management:* Updated website using Diamax.
- *Personnel:* Trained and supervised two employees.

Louisiana State University Press — Manuscript Editor (JUNE 2004 – NOVEMBER 2007)

- *Project management:* Managed up to 20 projects simultaneously.
- *Editing:* Production-edited 15-20 academic manuscripts per year, and cleaned and coded files. Used *The Chicago Manual of Style* to copyedit two monographs and three poetry manuscripts per year. Proofread newsletter and edited marketing copy.

Pelican Publishing Company — Assistant Editor (JUNE 2001 – MAY 2004)

- *Project management:* Managed more than eight projects simultaneously.
- *Editing:* Copyedited and line edited 40 trade and children's book manuscripts per year. Evaluated incoming manuscripts as part of editorial board. Edited marketing copy.
- *Personnel:* Trained interns to edit promotional writing and to proof galleys.