

# Robert Smith

## Asst. Freelance Copy Editor

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## SUMMARY

Proven ability to foster productive service-oriented team by utilizing problem-solving, time-management, training, and leadership skills. Ability to introduce benchmark techniques to foster simplicity and embrace rethinking routine.

## SKILLS

Copy editor.

## WORK EXPERIENCE

### Asst. Freelance Copy Editor

Copiedited Dream House, By Catherine Armsden - August 2011 - 2020

- Input all changes using InDesign/K4.
- Acted as assistant editor/lead copy editor on two biannual Weddings issues; tasks included reading and correcting all sections of the magazine .
- Maintained and updated style sheets to ensure consistency across all entries.
- Maintained a database of entries to track progress of projects through various stages of writing and editing.
- Copied edited peer reviewed articles; my name kept on registered list for on call/freelance editing projects.
- Provided freelance transcription and editing support services.
- Editted copy to improve clarity and ensure content accessibility for the target audience.

### Freelance Copy EditorInput all changes using InDesign/K4.

Delta Corporation - 2006 - 2011

- Currently in production with Yellow Pear Press.
- This book is currently in production and is a follow-up to his first book Hollywood Stories.
- Copiedited Kitchen Yoga, by Melanie Salvatore August, published by Yellow Pear Press.
- February 2015-current Freelance writer/editor/designer for Down Yonder Farms farmstead small business April 2013-April 2014 Freelance copy editor .
- April-December 2007 Copy edited the International Association of Laryngectomees newsletter.
- Worked as a freelance copy editor in an advertising agency and a national retail company.
- Assignments include.

## EDUCATION

Diploma