

Richard Isaac

at

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Summary

My experience includes news articles, foreign-language textbooks, film festival program books and blurbs, medical monographs, newsletters, brochures, press releases, journal articles, resumes, and term papers.

The following skills and strengths will be applied to your project, as appropriate:

- Editing skills: Experience with hard copy and electronic copyediting and proofreading • Strong background in linguistics, grammar, and spelling • Proficiency with Chicago and AP style manuals • Familiarity with Web editing guidelines • Familiarity with medical terminology and scientific notation
- Technical skills: Proficiency in Microsoft Office suite, Adobe programs, and Internet applications • Basic knowledge of content management systems, Web design, and HTML coding; familiarity with LaTeX coding
- Strengths: Communication, writing, research, and analytical skills • Work well under deadlines • Organized and detail-oriented • Work independently or as part of a team • Interest in local issues and culture

Specialties

- Studied nine languages: very proficient in three (Spanish, Arabic, Hebrew) • varying background in French, Mandarin Chinese, Yiddish, American Sign Language, Korean, Japanese
 - Mac/PC: Microsoft Office • FileMaker Pro • Adobe Pagemaker, Acrobat/Reader • CD burning • document scanning
 - Internet: HTML • Contribute content management system • Outlook Express, Pine • Unix-based shell and SLIP/PPP accounts • administering listservs, primarily at YahooGroups
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Experience

Owner/Editor at Rich Text Editing LLC

January 2009 - Present (2 years 5 months)

EDITORIAL SERVICES including COPYEDITING, SUBSTANTIVE EDITING, and PROOFREADING with foreign language expertise and medical/technical experience. Member of the Northwest Independent Editors Guild.

Copy Editor at Enago

2009 - Present (2 years)

Copyediting and substantive editing of linguistics, politics, and history articles written by Japanese academics, in preparation for publication.

Copy Editor at Natural Standard

October 2008 - Present (2 years 8 months)

Copyediting technical medical monographs on various herbs, supplements, and treatment modalities, using house style sheet. Files returned accompanied by notes to authors, for an international research collaboration on complementary and alternative therapies • Developed a more concise style guide • Also copyediting and proofreading Spanish-language monographs.

3 recommendations available upon request

Peer Review QA at Natural Standard

October 2008 - Present (2 years 8 months)

Reviewing technical medical monographs on various conditions and treatment modalities, integrating author revisions made in response to peer-review comments and corrections, and composing instructions to authors regarding peer-review comments which author did not address.

Copy Editor, Substantive Editor at Various (freelance)

1997 - Present (14 years)

- Other copyediting and substantive editing work: a final thesis for an undergraduate psychology program (2011) • a personal memoir and family history (2010) • forms, correspondence, and promotional material for a medical practice (2010) • a treatment for a prospective Mexican TV series (2009-10) • a suspense novel manuscript (2009) • a Chinese instructional textbook, Essential Medical Chinese, Book I, by Xiaoming (Helen) Han, improving and clarifying the organization, examples, and instructions (1998) • an art history doctoral dissertation on Mexican artist Leopoldo Méndez (1999) • a manuscript for a humorous travel book (1998) • a science-fiction screenplay (1997) • Incorporating author instructions into files coded in LaTeX, for an acupuncture study guide, Healing Mountain Publishing (2010)

Copy Editor, Writer, Proofreader at Various (volunteer & nonprofit)

1990 - Present (21 years)

- Writing original film blurbs; researching and adapting compiled blurbs; copyediting film blurbs and program books; copyediting promotional materials, film calendars, auction catalogs, fundraising letters, and Web pages; imposing a consistent house style; meeting short deadlines; fact-checking, for local film festivals (2000–present)

- Writing, editing, and designing instructional manuals, brochures, press releases, editorials, news articles, and other literature for local nonprofit organizations SEAMEC and Lambert House (1990–present); writing and disseminating concise meeting minutes; replying to e-mails from political candidates and organization members as board secretary (1997–present)

1 recommendation available upon request

Library Assistant at Bastyr University

October 1990 - September 2008 (18 years)

Largest specialized library of alternative and complementary medicine in the Pacific Northwest; primary responsibilities included:

Writing, compiling, and editing articles; graphic design and layout for quarterly newsletter (1990–2000) • writing and editing news items for the university weekly (2001–2007) • drafting and copyediting surveys and announcements; producing reports (1990–2008)

Also: filling interlibrary loan requests from institutions worldwide • maintaining collection of over 250 journal subscriptions • regulating online reserve materials for classes • maintaining compliance with copyright laws • leading annual inventory of 19,000+ volume collection • conducting original cataloging of new materials • compiling statistics as needed for faculty, administration, accreditation or self-studies • assisting patrons (students, faculty, staff, public) with circulation, reference, and research and use of audiovisual equipment and computers • supervising work-study students
5 recommendations available upon request

Radio Show Host at KBCS

2005 - 2006 (1 year)

Programmed and hosted two radio shows featuring music from the Middle East; wrote the scripts. May 2005 (solo); September 2006 (joint effort with co-host).

Copy editor at Seattle News Fax

April 2001 - July 2001 (4 months)

Transmitted copyedits on a tight deadline by e-mail using an Excel spreadsheet (temporary position)

Education

University of Washington

Certificate, Editing, 2007 - 2008

Bastyr University; North Seattle Community College; other

Non-degree, Foreign Languages, 1990 - 2007

The Hebrew University

Non-degree, Hebrew, Arabic, Middle East Politics and History, 1986 - 1987

University of Pennsylvania

B.A., Linguistics; Near East Studies, 1980 - 1984

Activities and Societies: Linguistics Students Association (co-founder)

Doherty High School

1977 - 1980

Middlebury College

Non-degree, Arabic, 1984

Middlebury College

Non-degree, Spanish, 1982

Honors and Awards

- Seattle Spelling Bee, Season 3 finale: 2nd place, April 2008
- Staff of the Month, Bastyr University, June 2000

Interests

- Language: Fluency in Hebrew, Arabic, Spanish • classes in American Sign Language, French, Japanese, Korean, Mandarin Chinese, Yiddish
 - Travel (outside United States and Canada): Israel (1977, 1978, 1986–87 academic year, 2009) • Egypt (1986, 1987) • London (1987) • Berlin, Prague, Krakow, Budapest (1997) • China (2007) • Mexico and Caribbean (1969, 1970, 1998, 2002, 2008)
 - Lifelong interest in politics, history, geography, film
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9 people have recommended Richard

"I first worked with Richard when he was affiliated with Bastyr. In this context, Richard helped Natural Standard locate scientific articles needed for reviews on herbs and supplements. When Richard left Bastyr to pursue other career opportunities, we wanted to continue working with him, as his time allowed. As a contract worker with Natural Standard, Richard's primary roles were (1) copy-editing scientific reviews on herbs and supplements and (2) checking documents to make sure all queries (peer-review comments) had been addressed. Richard demonstrated that he was a quick learner (Natural Standard had many unique style guidelines), detail-oriented, an excellent communicator about his schedule, and able to apply excellent judgment. In addition, Richard proactively offered solutions to potential problems, streamlining the editorial and publication process. Though I no longer with the company, I would not hesitate to work with Richard in the future and recommend him highly."

— **Wendy Weissner**, *Editorial Manager, Natural Standard Research Collaboration*, managed Richard at Natural Standard

"I think that Rich's strong background in linguistics is an incredible asset when conducting copy edits for us. He goes beyond style, formatting, and accuracy. He brings a holistic view to the table that allows him to detect areas that may need further exploration. I have been very happy with his work and look forward to future projects with him. I would highly recommend him."

— **Regina C. Windsor**, was Richard's client

"We have worked with Richard for several years now for editing projects and I can only say the very best about all of his submissions - always ahead of schedule, always perfect. It is a real pleasure to have Richard as a colleague and we look forward to continuing the relationship with our company."

— **Dawn Costa**, was Richard's client

"Richard Isaac is an Ivy League graduate, linguist, and long-time university librarian who has edited numerous documents for me over the past eight years. He is efficient, skilled, knowledgeable, and punctual. He is easy to work with, affordable, and his editorial recommendations always sharpen my writing."

— **Ken Shulman**, was Richard's client

"Richard is detail oriented and committed to customer service. He always showed a smile and made a positive difference in the workplace. I looked forward to the times Richard and I got to work together on various projects."

— **Jamey Wallace**, *Clinic Director, Bastyr Center for Natural Health*, worked with Richard at Bastyr University

"Richard is a multi-talented professional whose work I am happy to recommend. He is detail oriented, thorough, and a pleasure to work with. He embraces technology as a means to an end and eagerly expands his skills. He will be an asset to any organization with whom he is associated."

— **Joanne Denning**, *Technical Support Specialist II, Bastyr University*, worked with Richard at Bastyr University

"Richard Isaac worked for the Bastyr University library for 18 years, moving on to a career as an editor in Aug. 2008. I was Richard's supervisor for ten of those years. Richard was an indispensable asset in the workplace. His intelligence and skills made him invaluable for a wide variety of tasks such as: assisting in the writing of reports, newsletters and analytical studies, proof reading and editing, compilation and presentation of statistics, development of surveys and evaluation of the results, and many other projects. In addition, Richard is a wonderful person and fun to work with. I would hire him back in an instant, and highly recommend him to any prospective employer. --Jane D. Saxton Dir. of Library Services Bastyr University"

— **Jane Saxton**, was Richard's client

"Richard is incredibly resourceful, respectful, and attentive. He was always a pleasure to work with in the library and I felt like he went out of his way to make sure my requests were fulfilled in a timely and complete manner. He will be sorely missed at Bastyr University."

— **Eric Yarnell**, *Assistant Professor, Bastyr University*, worked with Richard at Bastyr University

"On an continual basis, Bastyr University library produces a multitude of research guides, reports, and pamphlets for which we relied on Richard to edit during his lengthy tenure. His attention to detail, organization, grammar, and flow ensured the high-quality of our products. In addition to being reliable, dedicated and knowledgeable, Richard has a good sense of humor, and was highly respected within the Bastyr community."

— **Susan Banks**, *Librarian, Bastyr University*, managed Richard indirectly at Bastyr University

[Contact Richard on LinkedIn](#)