

SUMMARY

- **Editing skills:** Experience with hard copy and electronic copyediting and proofreading of a wide range of materials for a diversity of clients • Strong background in linguistics, grammar, and spelling • Proficiency with *Chicago* and AP style manuals • Familiarity with UK and Canadian style • 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
- Facility with foreign languages • Strong communication, writing, and analytical skills • Work well under deadlines • Organized, accurate, and detail-oriented • Work independently or as part of a team • Board member of the Northwest Editors Guild (2013–16)

EDITING EXPERIENCE

Editing, Copyediting, Proofreading, Seattle, WA

1990–present

- Copyedited manuscripts: *What We Talk about When We Talk about Hebrew (and What It Means to Americans)*: essays on Hebrew in America; and *The Other Milk: Reinventing Soy in Republican China* [University of Washington Press, 2017–present]; also a humorous travel book (1998), a suspense novel (2009), a personal memoir and family history (2010), and a self-help book (2016–17) • e-books: *Conquering Mountains: The Guide to Solo Female Travel, Ultimate Guide to Travel Hacking, Teaching English Overseas*, and nine travel guidebooks [Nomadic Matt, 2015–present]; also a customizable wedding ceremony (2017) • textbooks: *Swedish: Becoming Fluent, Steps 1–3*, three instructional textbooks, by Laura A. Wideburg: copyedited and proofread the grammar lessons, vocabulary lists, and Swedish readings (2016–17); *Essential Medical Chinese, Book I*, an instructional textbook, by Xiaoming (Helen) Han: copyedited; also improved and clarified the organization, examples, and instructions (1998)
- Copyedited (including some substantive editing): advertising copy, website copy, PowerPoint presentations, press releases, and maps [GreenRubino, 2016–present] • blog posts and newsletter emails for a top travel blogger, as well as online courses (travel blogging, photography, writing, and vlogging, using WordPress) [Nomadic Matt, 2015–present] • conference program books (2013–15) • quarterly newsletters for the Greater Seattle Business Association (2014–15) and an association of women realtors (2014–present) • a Harvard master’s degree thesis in government (2014), undergraduate thesis in psychology (2011), and art history doctoral dissertation (1999) • organizational and research consultant reports (2013–present) • web content for psychologists’ practices (2014) • forms, correspondence, and promotional material for a medical practice (2009–10) • news articles and press releases on a tight deadline [*Seattle News Fax*, 2001; *Seattle Gay News*, 2015–present] • a short memoir (2017) • a project proposal (2013) • résumés and other business correspondence (2010–present) • a treatment for a prospective Mexican TV series (2010) • a science-fiction screenplay (1997)
- Copyedited academic journal articles by non-native speakers; also chapters of a veterinary medical textbook [Cosmic Strands, Bengaluru, India, 2014–present; Prioridade Consultoria, São Paulo, Brazil, 2015–present] • linguistics, politics, and history articles by Japanese academics [Enago, Mumbai, India, 2009–11] (all by telecommute) • journal submissions on Japanese literature (2014–15) and naturopathic medical topics (2014)
- Copyedited technical, professional-level medical monographs on herbs, conditions, and treatments, as well as consumer-level summaries, using house style, for an international research collaboration on complementary and alternative therapies • Copyedited a 68,400-entry dictionary of medical terminology (in Excel) • Copyedited and proofread Spanish-language monographs • Developed more concise house style guides [Natural Standard, Cambridge, MA (telecommute), 2008–13]
- Copyedited, wrote, and compiled original film blurbs for program guides: imposed a consistent house style; met short deadlines; fact-checked • Edited Web content, fundraising appeal letters, auction catalogs, and film calendars [Seattle International Film Festival, 2001–09; Seattle Jewish Film Festival, 2011–present; TWIST (formerly Seattle Lesbian & Gay Film Festival), 1999–present; Translations Transgender Film Festival, 2012–present]
- Proofread *American Sabor*, a 350-page book on Latinos in US popular music, entirely in both English and Spanish; expanded the style sheet [University of Washington Press, 2017]
- Wrote, compiled, and edited articles; crafted and executed graphic design and layout for the quarterly newsletter for Bastyr University Library (1990–2000) • Wrote and edited news submissions for the university weekly (2001–07) • Drafted and copyedited surveys and announcements; produced reports (1990–2008)

- Wrote, designed, and edited instructional manuals, brochures, press releases, editorials, news articles, questionnaires, and other literature for local nonprofit organizations • Wrote and disseminated concise meeting minutes; served as board secretary • Improved organizations' efficiency and productivity by instituting online tools [SEAMEC and Lambert House, 1990–2012] • Revised board manual; and helped plan biennial editors' conferences with 200 attendees each [NW Editors Guild, 2013–17]
- Incorporated author instructions into files coded in LaTeX, for an acupuncture board examination study guide [Healing Mountain Publishing, 2010]

ADDITIONAL WORK EXPERIENCE

Library Assistant II, Bastyr University, Seattle, WA

1990–2008

Largest specialized library of alternative and complementary medicine in the Pacific Northwest.

Primary responsibilities: Filled interlibrary loan requests from institutions worldwide • Maintained collection of over 250 journal subscriptions • Regulated online reserve materials for classes • Maintained compliance with copyright laws • Led annual inventory of 19,000+ volume collection • Conducted original cataloging of new materials • Compiled statistics as needed for faculty, administration, accreditation or self-studies • Assisted patrons (students, faculty, staff, public) with circulation, reference, and research, and use of audiovisual equipment and computers • Supervised work-study students

Achievements: Created, improved, and streamlined procedures • created databases for information management • boosted profile and prestige of the library by producing appealing materials • created training documents • facilitated budget and policy planning through well-designed user surveys

Peer Review Quality Assurance, Natural Standard, Cambridge, MA

2008–2013

Reviewed technical medical monographs on various conditions and treatment modalities • Integrated author revisions made in response to peer-review comments and corrections • Composed instructions to authors regarding unaddressed peer-review comments • Collaborated in improving procedures for greater efficiency and clarity

TECHNICAL EXPERIENCE

Mac and PC: Extensive experience, including: Microsoft Office • Adobe Acrobat/Reader • Pages • FileMaker Pro • specialized applications, such as library cataloging

Internet: Extensive experience, including: HTML coding • Google Docs • administering email lists, primarily at YahooGroups • designing and administering polls and surveys online • Web-Savvy Editor class, through UW Extension editing certificate program (2008)

PROFESSIONAL TRAINING

University of Washington, Seattle, WA, Certificate in Editing

2008

Including: Career Development Practicum at the Seattle International Film Festival; experience with the *Chicago Manual of Style* and the *AP Stylebook*

EDUCATION

University of Pennsylvania, Philadelphia, PA, Bachelor of Arts *summa cum laude*

Major: Linguistics; minor: Modern Near East Studies • Awards: Phi Beta Kappa, Dean's List

Courses included: Linguistics • Hebrew • Modern Standard Arabic • Spanish • Korean • Yiddish • Political Science

Hebrew University, Rothberg School for Overseas Students, Jerusalem, Israel

Courses included: Hebrew • Arabic (Palestinian dialect) • Political Science • Islam • History of Jerusalem

Middlebury College, Middlebury, VT

Arabic: intensive nine-week total immersion program: grammar, conversation, writing, and reading

Spanish: intensive six-week total immersion program: grammar, conversation, literature, and history

Independent Study

Swedish: night classes at the Swedish Cultural Center (2012–present)

Japanese: night classes at North Seattle Community College, Japanese Cultural Center

Mandarin Chinese: five semesters at Bastyr University; twenty half-hour lessons in podcasts

American Sign Language: night classes at the Center for Hearing, Speech, and Deafness, Seattle, and other locations

LANGUAGE AND TRAVEL EXPERIENCE

- Fluent in Hebrew • Proficient in Spanish, Swedish • Conversant in Arabic • Varying basic knowledge of American Sign Language, French, Japanese, Korean, Mandarin Chinese, and Yiddish • Seattle Spelling Bee, Season 3 finale: 2nd place, April 2008

- Travel (outside the United States and Canada): Israel (1977, 1978, 1986–87 academic year, 2009) • Egypt (1986, 1987) • London (1987, 2012) • Berlin, Prague, Krakow, Budapest (1997) • Mexico & the Caribbean (1998, 2002, 2008, 2013, 2017) • China (2007) • Amsterdam (2012) • Cuba (2015) • Sweden & Iceland (2016) • Baltic nations (2017) • Spain & Portugal (2018)

References available at LinkedIn (www.linkedin.com/in/rmisaac) and on request.