

# Amanda A. Morgan

## editorial services

- editing •
- writing •
- proofreading •



Woman-owned small business

DUNS number: 827184586

CAGE code: 54L20

NAICS codes: 561410

711510

541990

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## Capability statement

I help businesses, nonprofit organizations, and US and international agencies produce **clear, credible, and compelling** reports, manuals, proposals, journal articles, books, policy briefs, and outreach materials.

I bring a **high level of professionalism** to every project, grounded in

- **experience** — over 15 years
- **education** — MA in history, University of Hawai'i
- **skills** training — university courses in manuscript, newspaper, and medical editing; short courses in layout and prepress; additional training in disaster public information and tutoring English as a second language
- **collaboration** — advanced professional membership, Society for Editors and Proofreaders
- **software** proficiency — Microsoft Word, Excel, PowerPoint; Adobe InDesign (certified expert, CS6), Acrobat, Photoshop, Illustrator; basic HTML and CSS
- **languages** other than English — Spanish and German
- **editorial style manual** experience — Chicago, Associated Press, American Psychological Association, American Medical Association, United Nations, US Government Printing Office, Oxford/Hart's Rules

### Clients have included

- Waldo County (Maine) Emergency Management Agency
- University of New Mexico Press
- National Association of Social Workers
- Office of the UN High Commissioner for Human Rights
- Center for International Forestry Research
- Environmental Law Institute
- International Maize and Wheat Improvement Center
- *Mountain Research and Development* journal
- Overseas Development Institute

**skilled • versatile • client-focused • deadline-capable  
a partner in communication you can rely on**