

Amanda A. Morgan

editorial services

- copyediting •
- developmental editing •
- writing •

Trained and experienced publications professional with proven ability to meet tough deadlines, handle complex projects, produce attractive and reader-friendly documents, clarify challenging concepts for a variety of reading levels, and deliver on-time, accurate results

Advanced professional member, Society for Editors and Proofreaders

“Everything should be made as simple as possible, but not simpler.”

— attributed to Albert Einstein

Education

Master’s degree in history, University of Hawai‘i

Computer skills

Microsoft Word, PowerPoint, Excel

Adobe InDesign, Photoshop, Acrobat, Illustrator
Adobe Certified Expert, InDesign CS6

Languages

English (native), Spanish, German

Summary of professional experience

- Self-employed editorial consultant since 2008
- Senior editor — Solution Tree
- Copyeditor — Albuquerque Journal
- Senior editor — East-West Center
- Historian/editor — International Archaeological Research Institute
- English editor — Secretariat of the Pacific Community
- Associate editor — National Fisherman
- Wire editor/page designer — St. Croix Avis
- Copyeditor/page designer — Visalia Times-Delta
- Desktop publishing specialist — Manpower Technical Services
- Desktop publishing specialist — Los Alamos Technical Associates
- Teaching assistant — University of Hawai‘i
- Editorial assistant — Harcourt Brace/Academic Press
- Copyeditor/page designer — Gallup Independent

Work samples available at <http://www.aamorgan.com/portfolio.html>

Detailed professional history

Self-employed editorial consultant, 2008 – present

- Edit books, reports, journal articles, policy briefs, blog posts, and other documents.
- Write summaries, transition text, and captions.
- Lay out reports and slide presentations.
- Work regularly with authors whose first language is not English.
- Clients have included the Center for International Forestry Research, Environmental Law Institute, International Maize and Wheat Improvement Center, Institute for Security Studies, *Mountain Research and Development* journal, National Association of Social Workers Press, National Research Institute of Papua New Guinea, Overseas Development Institute, UNICEF, University of New Mexico Press, and Waldo County (Maine) Emergency Management Agency.

Senior editor: Solution Tree, Bloomington, Indiana, 2006 – 2008

- Developed and edited book manuscripts on education-related topics.
- Worked with designers on book and cover production. Developed a style template to streamline the editing and layout process.

Copyeditor: Albuquerque Journal, Albuquerque, New Mexico, 2004 – 2006

- Edited news stories and wrote headlines, meeting demanding daily deadlines. Proofread pages; served as a substitute wire editor.
- Developed a copy desk training manual.

Senior editor: East-West Center, Honolulu, Hawai‘i, 2003 – 2004

- Edited manuscripts for clarity, consistency, style, and length. Worked with authors, an editorial committee, and reviewers to evaluate and develop new manuscripts.
- Organized a graduate student internship for the publications department.

Historian/editor: International Archaeological Research Institute, Honolulu, Hawai‘i, 2002 – 2003

- Worked with a team of Pacific archaeologists on projects related to historic preservation and cultural resource management. Carried out archival research; wrote and edited reports.
- Developed a guide to Honolulu archives.

English editor: Secretariat of the Pacific Community, Nouméa, New Caledonia, 2001 – 2002

- Edited a variety of documents, from research reports to brochures and posters, to ensure clarity, consistency, accuracy, and readability.
- Worked regularly with new writers and with writers whose first language was not English.

Associate editor: National Fisherman, Portland, Maine, 2000 – 2001

- Edited news and feature stories; wrote headlines; organized letters to the editor and reader commentaries; wrote brief articles and reviews; read page proofs.
- Organized a publishing-related Career Day event for junior high school students; wrote for a trade show daily.

Wire editor/page designer: St. Croix Avis, Christiansted, U.S. Virgin Islands, 1999–2000

- Chose stories and photos from wire service feeds; designed pages; wrote headlines; read page proofs.
- Assigned and edited stories, assigned photos, wrote headlines and captions, and designed pages for a Black History Month supplement and a Vietnam War anniversary section.

Copyeditor/page designer: Visalia Times-Delta, Visalia, California, 1998–1999

- Edited stories; wrote headlines; designed pages; chose wire service stories and photos; read page proofs. Worked closely with the city desk and production department to ensure timely flow of work.
- Served as acting copy desk chief for two months; updated the house style guide; developed a copy desk procedure manual.

Desktop publisher: Manpower Technical Services, San Diego, California, 1997–1998

- Helped produce and revise text and illustrations for technical manuals.

Desktop publisher: Los Alamos Technical Associates, Albuquerque, New Mexico, 1995–1997

- Produced reports, proposals, and other documents.
- Helped redesign the company newsletter and write a departmental procedures guide and a database user manual.

Teaching assistant: University of Hawai'i, Honolulu, Hawai'i, 1992–1994

- Led weekly discussion sections for a World Civilizations course; administered and graded exams; designed and graded homework assignments; helped students with study questions.
- Wrote and delivered a lecture on pre-Columbian America.

Editorial assistant: Harcourt Brace/Academic Press, San Diego, California, 1991–1992

- Checked manuscripts for completeness; composed and typed correspondence.
- Established and maintained a computerized publication schedule.

Copyeditor/page designer: Gallup Independent, Gallup, New Mexico, 1990

- Edited local news stories; designed entertainment pages; wrote headlines.
- Assigned and edited stories, assigned photos, wrote headlines and captions, and designed pages for a special supplement on local cultural and leisure activities.