

Amy L. Scott
amy@nomadeditorial.com
www.nomadeditorial.com
twitter.com/editorAmyLScott

SUMMARY

Wordsmith with innate knack for improving organization, sprucing up inelegant language, and catching typos, eager to make all written materials the best they can be. Able to meet deadlines and budgets with ease. Organized, thorough, and dependable.

SKILLS

- Excellent writing, editing, and proofreading skills; extremely organized and attentive to detail
- Skilled in coding/typemarking manuscripts for production
- Proficient in Microsoft Office; basic knowledge of HTML, Dreamweaver, FrontPage, and Acrobat
- Well versed in *The Chicago Manual of Style* and APA style, comfortable accommodating individual house styles and/or creating style sheets as necessary
- Fluent written and spoken Spanish, basic French

EXPERIENCE

Nomad Editorial

Owner, 7/05–present

- Copy editing, substantive editing, developmental editing, and proofreading
- Clients include writers, entrepreneurs, book publishers, magazines, and blogs and websites

World Travel, 9/04–5/05

- Increased communication skills, understanding of many different cultures, and self-confidence while backpacking solo in South America, India, and Southeast Asia
- Developed patience, flexibility, and creative problem-solving skills
- Unwittingly edited every poor translation encountered

Avalon Travel Publishing, Emeryville, CA

Editor, 10/02–9/04

- Built and maintained positive and productive relationship with two high-profile authors; edited all of authors' books to ensure quality and consistency
- Managed editorial functions of up to eight titles per season for Foghorn Outdoors, Living Abroad, and Moon Handbooks travel guidebook series, from just after acquisition through production: maintained author contact; evaluated manuscripts for acceptability; developmentally edited, copy edited, proofread, and indexed manuscripts; prepared text files for production; hired and managed freelancers; adhered to strict deadlines and budgets
- Member of house style and FTP/PDF committees and freelancer supervision panel
- Initially hired at Avalon as Associate Editor

Jossey-Bass Publishers, an imprint of John Wiley & Sons, San Francisco, CA

Assistant Editor, 10/00–10/02

- Acquired new projects; developmentally edited manuscripts; evaluated manuscripts for acceptability; managed part-time editorial assistant; served as point person for key publishing partnerships

Editorial Assistant, 10/99–10/00

- Prepared contracts and addenda for two acquisition editors; managed peer review of manuscripts; prepared manuscripts for production; performed permissions reviews; tracked proposals and composed rejection letters; maintained schedules and other data in project management database; acted as key liaison between authors and all internal departments; edited and updated company-wide Guidelines for Authors; initially hired at Jossey-Bass as an editorial intern in August 1999

Freelance Clean-Up Editor, Proofreader, and Indexer, 11/00–12/02

- Incorporated author query responses into copy edited manuscripts; proofread direct mail catalogs; prepared indexes for direct mail catalogs

Pacific Crest Outward Bound School, San Francisco, CA**Development Coordinator, 5/98–7/99**

- Served as key coordinator for annual fundraising event; composed donation request and acknowledgment letters; edited and revised promotional materials; managed operations in small regional office; trained and managed volunteers and seasonal employees

Robert A. Toigo Foundation, Sacramento, CA**Program Coordinator, 7/97–3/98**

- Wrote articles for organization's newsletter; edited and compiled information for program guide and brochures; coordinated nationwide student receptions and orientations; trained and supervised assistant

IAQ Publications, Inc., Chevy Chase, MD**Editorial Intern, 8/96–12/96**

- Wrote and edited articles for monthly industry publications with circulations of 10,000; researched and developed story ideas from online news sources; interviewed senators and other high-profile figures about issues such as air quality, non-smoking campaigns, and ADA regulations

EDUCATION

American University, Washington, D.C.

B.A., Literature, May 1997

The University of California, Berkeley, CA

Editorial Workshop I: Introduction to Copyediting, Spring 2000

Jossey-Bass Developmental Editing Workshop, San Francisco, CA

Spring 2001

AFFILIATIONS

Member, Editorial Freelancers Association

Member, Copyediting-L listserv

References available upon request.