

STEPHANIE GREEN

(706) 231-1708

sdjgreen@outlook.com

Linkedin.com/in/sdjgreen



EDUCATION

Augusta University

Bachelor of Arts, English

University of California San Diego Extension

Specialized Certificate in
Copyediting

University of California Berkeley Extension

Indexing: Theory & Application

Ryerson University

Editing Cookbooks & Recipes

SKILLS

COMPLIMENTARY PROFESSIONAL

Formatting
Transcribing

TECHNICAL

Adobe Acrobat
Cindex
Microsoft Word
Trello

STYLE GUIDES

Associated Press
Chicago Manual of Style

CERTIFICATIONS

MICROSOFT OFFICE SPECIALIST

Word 2016

PROFESSIONAL ORGANIZATIONS

ACES: The Society for Editing

ASI: American Society for Indexing

SKILLS SUMMARY

- Strong command of language and grammar
- Demonstrated ability to write with clarity, accuracy, and consistency for appropriate audience
- Proven proofreading, copyediting, and indexing experience; proficient use of CMOs and AP style
- Deadline driven, self-directed; takes the initiative to complete tasks and projects

INDEXING

- Prepare indexes that are comprehensive, accurate, and delivered on time
- Index subjects including oral history, corporate history, cookbooks, and food memoir
- Write and format back-of-the-book indexes for general interest books and trade books and indexes for history collections
- Recent titles indexed include Guilford Integration, 1962 Before and After: An Oral History Collection (unpublished) and Kids' "State Dinner" Cookbook (unpublished)

PROOFREADING

- Proofread a range of copy for consistency and accuracy
- Mark up and manage PDFs using annotation tools and traditional proofreader's marks
- Correct or flag errors and inconsistencies in spelling, layout, punctuation, and grammar

COPYEDITING

- Perform mechanical edit of manuscripts to conform to in-house style
- Copyedit News & Notes section of journal for grammar, spelling, and style
- Efficiently use MS Word comments to communicate with authors

PROJECT MANAGEMENT

- Coordinate and manage pre-production workflow of manuscripts
- Communicate with authors, reviewers, and other stakeholders to ensure successful outcome of project
- Prioritize and manage simultaneous projects with competing deadlines

WRITING

- Contributed articles to lifestyle, trade, and custom publications
- Wrote newsletter content for non-profit organizations and small businesses
- Conducted research and interviewed subject matter experts
- Pitched timely and relevant story ideas to editors

EMPLOYMENT HISTORY

The Journal of Prosthetic Dentistry, Editorial Manager, March 2020–Present

The Journal of Prosthetic Dentistry, Editorial Assistant, September 2015–March 2020

Editorial Freelancer, February 2000–September 2015

Golden Harvest Food Bank, Communications Coordinator, August 1998–February 2000

SRP Federal Credit Union, Marketing Specialist, January 1996–August 1998