



EXPERIENCE

The Iron Yard, Front-End Engineering Student

January to May 2017

12-week intensive course on HTML, CSS, and JavaScript. Have incorporated use of Bootstrap, Bulma, and React in course projects.

Human Kinetics Publishing, Developmental Editor

January 2005 to November 2016

- **Project management—**
 - Led team communications through weekly scheduling updates and monthly budget analysis and projection.
 - Updated Access databases to facilitate cross-organizational communication.
- **Customer relations—**
 - Updated author handbook to reflect policies for the publishing process, encouraging higher-quality writing with less in-house time required to correct mistakes.
 - Worked with authors to revise manuscripts and solidify art and photo ideas.
 - Encouraged authors to provide original content to avoid costly permissions fees.
- **Templating—**Developed Word template and instructions to organize photo shoots.
- **Procedures—**Updated photo chapter of editorial handbook to streamline and update procedures for employees and authors.
- **Content development—**
 - Reviewed manuscripts to fulfill acquisitions editor's vision and enhance audience experience with and understanding of material
 - Developed online ancillaries to enhance the educational experience.
 - Conceptualized artwork used to illustrate key information.
 - Organized photo shoots and searched photo library to place photos for decorative purposes or to display techniques.
- **Company enhancement—**Organized photo shoots for in-house stock photo library.

Human Kinetics Publishing, Assistant Editor

February 2003 to January 2005

- **Project management—**
 - Coded manuscripts with style tags for layout in InDesign.
 - Led team communications through weekly scheduling updates and monthly budget analysis and projection.
- **Procedures—**Authored printer proofs editorial handbook chapter.

Macon County Emergency Telephone Systems Board, Communications and Administrative Assistant

May 2001 to February 2003

- **Templating—**Designed forms for use by enhanced 9-1-1 testing operators.
- **Communications and design—**Designed ETSB logo, business cards, and communication materials for address change and testing procedures.

SKILLS

- ■ ■ □ Word
- ■ ■ □ Power Point
- ■ ■ □ Outlook
- ■ ■ □ Excel
- ■ ■ □ Access
- ■ ■ □ HTML
- ■ ■ □ CSS
- ■ ■ □ JavaScript
- ■ ■ □ Bootstrap
- ■ ■ □ React
- ■ ■ □ Bulma

EDUCATION

MS Communication,
Illinois State University

**BS Public Relations,
minor in English,**
Illinois State University

FREELANCE

- Editing, organization, photo preparation, and layout—
Dear Audrey: Love, Jim (2013), a collection of love letters during World War II and memories compiled by Audrey Sanner.
- Editing and layout—
New memoir by Audrey Sanner.

INTERESTS

