

Stephanie Martin, Editor ■ mzbaubo@gmail.com ■ 505.459.7285
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Skills

Editing, technical writing, publishing, InDesign, Photoshop, Microsoft Office 2012, Quark 5.0, Illustrator

Experience

■ 2009—Present, Texas Department of Aging and Disability Services (Austin, TX), Rule Editor

Provided guidance on rule drafting and the rulemaking process to agency staff. Managed current rule projects and prepared rule documents for submission to the Texas Secretary of State in accordance with formatting guidelines and established procedures. Coordinated with legal and editorial staff to ensure completeness and accuracy of complex rule material. Performed research and consulted with staff of other agencies to resolve issues, identify training needs, and develop and implement improvements to the internal rulemaking process.

■ 2008—2009, Texas Legislative Council (Austin, TX), Editor/Proofreader (Sessional)

Edited bill analyses for substance and structure, grammar, spelling, and style. Worked with bill analysts and reviewers to ensure accuracy of drafts. Proofread bill analyses and reviewed for format consistency. Incorporated amendments into bills.

■ 2007—2008, Rocky Mountain Riparian Digest (Albuquerque, NM), Designer/Editor

Responsibilities included graphic design, layout, and editing: Prepared design proposals and presented to the publisher; solicited and analyzed printing bids; copyedited and proofread all text; and interpreted and/or incorporated reviewer comments into final design and text of award-winning newsletter on contract to USDA Forest Service.

■ 2006—2007, Teachers' Institute (Albuquerque, NM), Editorial Intern

Formatted, copyedited, and designed publicity materials including a brochure, and various informational and registration documents. Created a registration database and completed all activities related to data management for conference registration. Created logo and consistent graphic identity for print- and web-based materials in collaboration with web designer. Researched and identified best-fit specifications for mailing options.

■ 2004—2006, Consortium of the Americas for Interdisciplinary Science (Albuquerque, NM), Newsletter Editor

Designed, edited, and wrote articles for bimonthly newsletter; designed layout and edited text for a variety of publicity materials and publications including brochures, posters, conference proceedings, and lecture notes. Reported on scientific work and results for the newsletter's diverse audience. Researched and compiled requests for proposals from grants databases.

■ 2004—2005, Best Student Essays (University of New Mexico), Editor

Responsible for all aspects of this biannual, non-fiction magazine's production: Solicited essays and artwork. Screened, selected, trained, and supervised staff, developed and supervised processes for selection of works, typesetting, and design. Organized and supervised distribution of 1200 copies of each magazine.

Education

2001—2005, The University of New Mexico: Bachelor of University Studies in *Communication and Community (magna cum laude)*; 17 graduate-level hours in Community and Regional Planning; 15 graduate-level hours in Rhetoric/Writing

Personal Development: Landmark Forum; Self-Expression and Leadership Course; Wisdom Course

Activities

2012 Texas Conference for Women

2008 NM Riparian Council Award for outstanding achievement in public awareness/education, as editor of *Riparian Digest*

2006—2008 UNM Student Publications Board member

2006—2007 NM WOMAN Magazine, Editorial Board

Fall 2006 Guest Editor, *Best Student Essays*

2005—2007 Produced two issues of *Community Connection*, a service-community newspaper

2002—2004 *Scribendi* magazine, Assistant Editor

2002 *Conceptions Southwest*, literary and fine arts magazine, Poetry Staff

Interests

Cycling, gardening, ecology, economics