JOE CALIGUIRE

117 North Stonington Road

Mystic, CT 06355

[jcaliguire@hotmail.com](mailto:jcaliguire@hotmail.com)

Cell#: 917.204.3525

* Trained Proofreader and Copyeditor with experience in Advertising,

Financial, Legal, and Publishing companies (AP and Chicago)

* Proficient in MS Word, Excel, Outlook; Adobe Illustrator, InDesign
* MFA in Writing from Brown University

# PROOFREADING, COPYEDITING & COPYWRITING EXPERIENCE

**May 2007 – Present**: FREELANCE EDITING CLIENTS such as

J.Crew Catalog, The Mead School, *Social Life* magazine, Small Planet Institute Press

**Schneider Electric,** South Kingston, RI — (Jan 2011 – July 2011)

Quality Control Specialist for high volume of online and print materials;

Copywriter for *Currents* journal (technical journals, ad copy, and PowerPoint presentations)

**SGA Advertising**,New York, NY — (Oct 2006 – March 2007)

Copyedited ads, pamphlets, brochures, and all media-related documents

**Allworth Press**, New York, NY — (June 2001 – Jan 2007; freelance)

Proofread and fact-checked educational books for creative professionals

**Merrill Printing Corporation**, New York, NY — (August 2006 – Oct 2006)

Proofread financial statements; Copywriter for brochures and all media-related documents

**Black Enterprise**, New York, NY — (May 2006 – Oct 2006)

Fact-checked and proofread all articles for national magazine under tight deadlines

**Sequel Advertising Studio**, New York, NY — (Dec 2005 – Mar 2006)

Proofreader for annual reports; Copywriter for new client proposals and B2B documents

**Elser and Aucone Advertising**, New York, NY — (Aug 2004 – Dec 2005)

Copyedited brochures and Direct Mail materials; Wrote captions and headlines for websites

**SG Cowen**,New York, NY — (Aug 2003 – May 2004)

Proofread high volume of financial and legal docs (proposals, spreadsheets, research data)

**Scholastic**, New York, NY — (April 2003 – Aug 2003)

Copyedited monthlies *Parent & Child* and *Early Childhood Today*

**Grey Interactive**, New York, NY — (July 2003 – Oct 2003)

Proofread all Direct Mail copy; Quality Control for clients’ websites and online ads

**EDUCATION**

Brown University– MFA, Literary Arts, Fiction – Providence, RI

Bennington College– BA, Literature & Theater – Bennington, VT

Proofreading Certificate – The Actors’ Work Program – NY, NY

**TEACHING EXPERIENCE**

BROWN UNIVERSITY, Providence, RI, 2007–2009

• Created and developed syllabi for each course, held weekly office hours, advised

department concentrators, and wrote detailed evaluations for each student

**Instructor** – Word Perfect: Being Your Own Best Editor

Summer & Continuing Studies Course – Fall/Spring Semesters (2008–2010)

**Instructor** – Beginning & Intermediate Fiction – Undergraduate Courses (2008–2009)

**Instructor** – Make a Long Story Short: Writing Micro Fiction – Continuing Studies (2009–2010)

# Instructor – Summer Studies, 2009 (Pre-College Courses for High School Students)

# Laughing Matters: The Art and Craft of Humor Writing

# The Editorial Eye: Mastering the Written Word

# Cut to the Chase: Writing Short Films

UNIVERSITY OF MASSACHUSETTS, MA, Fall 2009

**Adjunct Professor** – College Writing 1 (Freshman Seminar Course)

**AWARDS & PUBLICATIONS – FICTION**

Creative Writing Fellowship, 2007–2009 – Brown University, Literary Arts

Weston Prize for Fiction – Awarded by Brown University, Literary Arts Program

Indiana Review – Runner-up, Micro-Fiction Contest (judged by Lydia Davis)

Riverbabble Literary Journal – Bloom’s Day Prize: Runner-up

Void (online literary journal) – Baker’s Dozen prize

Mangrove Literary Journal – University of Miami Press

Iceflow (online literary journal) – 3 stories placed

Pushcart Prize Nomination – 2004

**REFERENCES**

Jodi Devine – Associate Director

Continuing Studies at Brown University

Ph: 401.863.2107

[Jodi\_Devine@brown.edu](mailto:Jodi_Devine@brown.edu)

Terese Svoboda – Writing Professor

Columbia University

Ph: 212.598.0397

[svoboda@el.net](mailto:svoboda@el.net)

Lyn Chamberlin – Director of Communications

Vermont College of Fine Arts

Ph: 617.678.2398

[chamberlin.carolyn@gmail.com](mailto:chamberlin.carolyn@gmail.com)