

Stephanie Minor

Fort Atkinson, WI
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(262) 894-5155

Work Experience

Video Game News Writer/Editor

TheGamer - Remote

October 2020 to present

- Staying on top of video game news and trends while reporting them in a timely manner
- Writing engaging features that bring fresh new insights and opinions on games
- Editing the work of other writers before publication

Developmental Editor

Wheaton Press - Remote

February 2020 to January 2021

- Working closely with authors to publish their curriculum or manuscripts
- Maintaining frequent communication with authors to ensure that all examples used in the text are maximally effective for capturing the author's desired purpose
- Ensuring factual accuracy and consistency throughout manuscripts and curriculum
- Suggesting additions or cuts to the text with a considerate tone, in order to improve the author's final product
- Editing and assessing text written or edited by potential new hires

Marketing Content Specialist

BuySeasons Enterprises, LLC - New Berlin, WI

July 2018 to February 2019 (had to leave for medical purposes)

- Managing the freelancers by assigning out content, keeping track of their deadlines, editing their content, providing feedback, and providing style guides or instructions

- Managing our email promotions, including crafting the emails within HTML, setting up promotional codes within the website administration, and ensuring the right deliverability filters are used
- Pitching blog posts to thousands of other bloggers we've collaborated with, in order to drive traffic to our websites

Editorial Coordinator

Apex CoVantage - Fitchburg, WI

October 2017 to February 2018 (all jobs were relocated to India)

- Coordinating, managing, and reviewing all work done by copy editors, proofreaders, indexers, and freelancers
- Communicating and managing all deadlines through the production process for over 20 manuscripts simultaneously

Freelance Editorial Assistant

Apex CoVantage - Fitchburg, WI

March 2017 to October 2017 (promoted)

- Using my knowledge of the citation styles to resolve author queries and edit references
- Ensuring consistency and correctness while preparing manuscripts for production

Education

B.A. in Professional Writing and Publishing

University of Wisconsin - Whitewater, WI

2011 to 2016

References

Lisa Wright – Director of Digital Marketing, BuySeasons Enterprises, LLC: (262) 510-1579

Matt Waldren – Editorial Coordinator, Apex CoVantage: (608) 347-4693