

JULIA R. GILSTEIN

julia.gilstein@gmail.com

SKILLS SUMMARY

- Extensive editorial and project management experience in print and digital media.
- Skilled at planning, researching, writing, editing, copyediting, proofreading, and fact-checking.
- Meticulous, detail-oriented, and organized. Efficient multitasker in fast-paced environments.
- Results-oriented. Quick learner who's comfortable working in a variety of subject areas.
- Self-starter with the ability to work independently and prioritize workload. Team player with excellent interpersonal skills for internal and external project collaboration.
- Comprehensive understanding of the *Chicago Manual of Style*. Highly proficient in AP style.
- Strong technical PC and Mac skills. Editing and database software experience includes: Adobe Acrobat X Pro and InCopy, Quark Xpress, Microsoft Office and SharePoint, WordPress.

EXPERIENCE

Skyword Inc., Boston, MA

2014–present

- **Editorial Manager**, Content Services: Shape the editorial direction of businesses' content marketing strategies.
 - Collaborate with writers, editors, content strategists, marketers, sales, and clients to create SEO-optimized Web content.
 - Edit articles before publication. Hire writers.

jgilstein-editing.com

2011–present

- **Freelance Editor**, Business, Academia, Personal: Provide editing, proofreading, copywriting, and additional editorial services for businesses and individuals.
 - Major clients include TransAtlantic Communications, (July 2013–Jan. 2014), Skyword Inc. (Dec. 2012–Sept. 2013), Gale Cengage Learning (Nov. 2011).

EBSCO Information Services, Ipswich, MA

2012–2014

- **Associate Content Editor**, Proprietary Publishing: Edited, copyedited, styled, fact-checked, and indexed proprietary reference materials.
 - Researched and wrote articles for publication. Updated database products.

Pearson Education, Boston, MA

2008–2011

- **Associate Editor**, Social Studies K–12: Managed and edited customization of classroom programs for state curricula, including award-winning *myWorld*.
 - Coordinated project flow between sales, in-house, and vendors.
 - Planned, edited, and evaluated textbook and digital materials.
- **Assistant Development Editor**, Pearson Learning Solutions: Managed customization of approximately 150 higher education titles.
- **Editorial Assistant**, Social Studies K–12: Wrote, edited, and proofread state-customized materials.

EDUCATION

Columbia Publishing Course, Columbia University, New York, NY

Summer 2008

Colby College, Waterville, ME

May 2008

- BA *summa cum laude* and *Phi Beta Kappa* with Honors in English and History
- **Peer Tutor**, Colby College Farnham Writers' Center: Helped edit student papers.