



# Word Geek Co.

I EDIT, THEREFORE I AM.

Kandy Hopkins  
Copy Editor & Proofreader

## SKILLS

I am an adaptable, deadline-oriented, and absurdly thorough freelance copy editor and proofreader with strong skills in proofreading for style and sense. I specialize in health care and legal publications for nonprofits. My forte is turning highly technical language into clear, concise, and compelling English that preserves the author's voice and the material's veracity.

## SOFTWARE

- ◆ Microsoft Office, especially Word and Excel
- ◆ QuarkXPress, WordPress, and basic HTML
- ◆ Adobe Acrobat, Reader, InDesign, and Illustrator
- ◆ Several CMS and online document management systems
- ◆ ... and a deep, dark, geeky desire to learn more

## STYLE GUIDES

- ◆ *American Medical Association Manual of Style (AMA)*
- ◆ *Associated Press Stylebook (AP)*
- ◆ *Bluebook of Legal Citations*
- ◆ *Chicago Manual of Style*
- ◆ *Publication Manual of the American Psychological Association (APA)*

## SELECTED EXPERIENCE

### Owner

*Word Geek Co., Chicago, Ill., 2010 – Present*

- ◆ Edit, copyedit, and proofread projects for freelance and contract clients, including:
  - *American Public Health Association*
  - *Association Management Center*
  - *Federal Bar Association (The Federal Lawyer magazine)*
  - *Milbank Memorial Fund*
  - *Thomson Reuters/West*
  - *Trinity School*
- ◆ Use MS Word's Track Changes and Adobe's Comment and Stamps tools to clearly mark changes.

### Copy Editor & Proofreader

*American Hospital Association/Health Forum, Chicago, Ill., 2002 – 2010*

- ◆ Copyedited, proofread, and fact-checked five monthly health care trade and news magazines for consistency of style, sense, and adherence to individual design and editor's criteria.
- ◆ Copyedited features for weekly e-newsletters, microsites, and advertising and marketing materials.
- ◆ Maintained high copy editing standards while on multiple, overlapping deadlines.
- ◆ Created and regularly updated in-house style guide featuring ever-changing health care industry terms, acronyms, and organizations.

### Editor

*West Group, Deerfield, Ill., 2001*

- ◆ Managed production of a monthly loose-leaf legal publication and PDF newsletter, which included coordinating case law updates with legal editor, copyediting, fact checking, and styling per *Bluebook*.

## EDUCATION

### Bachelor of Arts, English

*University of Kansas, Lawrence, Kan.*

## PROFESSIONAL ASSOCIATIONS

### Member

*Editorial Freelancers Association (EFA)*  
*ACES: The Society for Editing*