



Word Geek Co.

I EDIT, THEREFORE I AM.

Kandy Hopkins
Copy Editor & Proofreader

SKILLS

I am an adaptable, absurdly thorough freelance copy editor and proofreader with strong skills in proofreading for style and sense. I specialize in health care, medical, and legal news and trade publications. My forte is turning highly technical language into clear, concise, and compelling English.

SOFTWARE

- ◆ Microsoft Office, especially Word and Excel
- ◆ QuarkXPress, WordPress, and basic HTML
- ◆ Adobe Creative Cloud, Reader, and InCopy
- ◆ Several CMS and online collaboration tools, such as Documentum D2 and Trello
- ◆ ... 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 | Copy Editing & Proofreading Consultant

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

- ◆ Edit, copyedit, and proofread projects for freelance and contract clients, including:
 - *Insights* magazine, Association Management Center
 - *The Federal Lawyer* magazine, Federal Bar Association
 - *Medscape Medical News*, WebMD
 - Milbank Memorial Fund
 - Thomson Reuters/West

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 AP-based 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

- ◆ **ACES: The Society for Editing**, Member
- ◆ **American Society of Business Publication Editors (ASBPE)**, Member
- ◆ **Editorial Freelancers Association (EFA)**, Member & Chicagoland Chapter Co-coordinator