



Brynn Warriner

SUMMARY

I am an editor with extensive experience copyediting, fact checking, proofreading, typesetting, and project management. My history includes five years of salaried work in publishing and freelancing for individuals. I focus on client satisfaction through extreme attention to detail, exceptional communication, outstanding customer service, collaborative process, and education.

SOFTWARE

Skilled in Microsoft Office; use Word for editing and cleanup
High level of proficiency in Adobe InDesign and Acrobat
Comfortable with both Macintosh and Windows platforms

EXPERIENCE

Self-employed, Seattle, WA *Freelance Copy Editor* December 2005–present
Selected Clients: The Mountaineers Books, Seattle; Drachen Foundation, Seattle; Emerald City Softball Association, Seattle; Three Bridges Farm, Olympia, WA; numerous individual clients

Marquand Books, Seattle, WA *Managing Editor* August 2009–present
Manage and supervise group of typesetters, editors, indexers, and proofreaders, hiring appropriate freelancers for each book project; using editorial budget for each job, assign funds appropriately among freelancers/tasks; create detailed contracts for freelancers and approve invoices; develop and manage schedule for each book to see job from editing through book delivery; serve as primary project manager for more than fifty titles per year, coordinate with design, production, and administrative departments to keep projects moving and on schedule; communicate with clients about job progress; review each book before sending to printer to ensure conformity to high editorial and aesthetic standards—upholding responsibility for final quality; package jobs and send to printers; write copy for website; edit copy for weekly blog posts; collaborate in strategic planning for expanding electronic publications

Marquand Books, Seattle, WA *Editor* March 2007–July 2009
Managed editorial side of book jobs while providing excellent customer service to clients; trafficked rounds of proofs to and from freelancers and clients; coordinated with book designers to ensure clean layout and typesetting; copyedited manuscripts for grammar, consistency, style, and clarity; flowed, styled, and typeset edited copy to InDesign files; entered editors', clients', and proofreaders' edits to InDesign files; proofread indexes, galley and page proofs, and printers' proofs

Marquand Books, Seattle, WA *Editorial Assistant* September 2006–February 2007
Cleaned up documents for typesetters, applied for ISBNs and Library of Congress Cataloging-in-Publication Data, entered edits from hard copy into Microsoft Word, proofread rounds of galleys, indexes, and printers' proofs, other tasks as assigned by managing editor

Marquand Books, Seattle, WA *Receptionist* January–September 2006
Provided high level of customer service to clients via phone, e-mail, and in person; supplied administrative support to various managers and staff; performed all shipping and mailing tasks

EDUCATION

Bachelor of Arts, Liberal Arts, The Evergreen State College, Olympia, WA
Certificate in Editing, University of Washington, Seattle
Adobe InDesign Intensive, Evolve Seattle, WA
Fundamentals of Computer Graphics, Evolve Seattle, WA
Copyediting Fiction, Editcetera, Berkeley, CA