



CINDY B. NIXON

PROFILE

Consummate editorial professional with 20+ years of extensive experience composing and crafting written materials for print, on-screen, and online publication. Working on both a freelance and contractual basis, for clients both large and small on a diverse array of projects, end products are customized, polished, and error-free, delivered on time and on budget. In-depth knowledge of current writing conventions, evolving language standards, publishing benchmarks, and best practices for the development and execution of marketing deliverables.

EDUCATION

M.A., English Literature, RUTGERS, The State University of New Jersey • 1991
GPA: 3.88 • Master's & Foreign Language Examinations passed "With Distinction"

B.A., Psychology, UNIVERSITY OF NEVADA, Las Vegas • 1986
GPA in Major: 4.0 / Overall GPA: 3.9 • Mildred P. Cotner Full Academic Scholarship • Graduated Summa Cum Laude

Book Publishing Program, NEW YORK SCHOOL OF CONTINUING EDUCATION

- Copyediting & Proofreading Skills
- Book Design

Specialty Training

- Advanced Grammar Skills
- Desktop Design
- Trademarks & Copyrights
- Microsoft Office Suite
- Adobe InDesign
- Fact-Checking & Vetting
- Interpersonal Communications
- Time/People Management
- Working Under Pressure

AREAS OF EXPERTISE

- Corporate Communications
- Promotional Copywriting & Design
- Content Strategy
- Document Optimization
- Layout Mastery
- Organizational Structure
- Branding & Messaging Fortification
- Manuscript Preparation
- Subject-Matter Research

WORK HISTORY

Freelance Copywriter, Copy Editor & Proofreader 1992–Present

BOOKMARKER EDITORIAL SERVICES • Grand Strand Area, SC

Sole proprietor of full-service small business that provides highest-caliber writing and editing support services for a wide range of industries, including but not limited to: book publishing, marketing/advertising, education, travel, health care, and telecommunications. Corporate work concentrates on content marketing strategy, elevating business profiles and public images through targeted messaging and engaging copy, and preparing and perfecting hard-copy and digital materials for widespread distribution. Book publishing work concentrates on superior copyediting of mass-market and trade fiction and nonfiction works accepted for publication by major U.S. publishing houses. Successful operations and a satisfied client base require meeting all expectations and deadlines, meticulous attention to detail, an exemplary command of the English language, and informed, balanced incorporation of customer feedback into end products.

Director of Communications June 2010–January 2016

SESI (Specialized Education Services, Inc.) • Headquartered in Yardley, PA

Write, design, edit, and proof all inbound communications and outbound collateral for privatized provider of alternative education services employing 1,000+ team members and consisting of a network of ~60 schools/programs nationwide for K–12 students with special needs. Responsibilities include: creating meaningful marketing assets to support growth efforts and advance top-tier initiatives; regularly updating and enhancing comprehensive company brochure and robust outreach kit; maintaining company website; coordinating and composing multiple newsletters and monthly publications at the company-wide, regional, and individual school levels; leveraging impactful copy and graphics to reinforce company branding and messaging en route to increased name recognition and market share; composing all company-wide PowerPoint presentations; optimizing all customer-interface publications; documenting and showcasing school and student "success stories"; preparing materials for cross-platform application; and ensuring quality control of all internal and external company communications.

SKILLS & SERVICES

Copywriting

Copyediting

Proofreading

Rewrites & Revisions

Line Editing

Ghostwriting

Speechwriting

Desktop Design & Publishing

Fact-Checking & Research

Project Management

Website Maintenance

Consultation & Training

Comprehensive Résumé Services



If It's Printed,

Published,

or Posted,

We'll Make It

Perfect!

WORK HISTORY *(continued)*

Managing Editor

January 1994–January 1998

THE CASLON COMPANY • Middletown, NJ

Manager of author-subsidized publishing company producing specialized monographs for libraries and the academic community. Responsible for the entire course of a book's publication, from initial contact with authors, production, and printing/binding, to postpublication promotion and book fulfillment.

Editorial Manager

October 1993–September 1996

HUMANITIES PRESS INTERNATIONAL, INC. • Atlantic Highlands, NJ

Served as President & Publisher's second-in-command editorial officer, overseeing all phases of the publishing pipeline for graduate- and postgraduate-level academic books and journals, including manuscript submission, peer review, acquisition, and contractual negotiations. Responsible for all author-publisher communications, annual publication schedule, preparation of manuscripts for entry into production, and arrangements with contributors to edited collections. Managed President's clerical staff, duties, and external and internal correspondence. *Promotion from previous position.*

Production Editor

February 1992–September 1993

HUMANITIES PRESS INTERNATIONAL, INC. • Atlantic Highlands, NJ

Supervised and trafficked all phases of book production from entry into the Production Department to printing, including production scheduling; commissioning freelance copyeditors, proofreaders, and indexers; book design and marking specifications; copious and detailed correspondence with authors, typesetters, graphic artists, Library of Congress, and European distributors; working within budgetary constraints; meeting rigid deadlines; and prioritizing numerous tasks on 15+ publications simultaneously.

ADDITIONAL WORK EXPERIENCE

- **Inside Sales Representative / Page Layout Coordinator / Circulation Representative**, THE ASBURY PARK PRESS NEWSPAPER, Neptune, NJ (November 1986–August 1990)
- **Writing Tutor**, RUTGERS UNIVERSITY COLLEGE AVENUE WRITING CENTER, New Brunswick, NJ
- **Writer/Coordinator**, Financial Aid Newsletter, RUTGERS UNIVERSITY JOB PLACEMENT PROGRAM, New Brunswick, NJ
- **Assistant Department Manager**, BULLOCKS & GOLDWATER'S DEPARTMENT STORES, Fashion Show Mall, Las Vegas, NV
- **Graphic Artist**, VISUAL ARTS PRINTING, Las Vegas, NV

PROFESSIONAL HIGHLIGHTS

- Complete computer proficiency/literacy (PC & Mac)
- Featured subject of "@ Your Job" column, *Asbury Park Press*, March 15, 2004
- Comet Award for "Superb Performance" in Document Production, Network Service Center Broadband and Consumer Services, AT& T, February 2001
- Jasper Awards judge (annual competition of JSPRAA, the Jersey Shore Public Relations & Advertising Association)
- Inductee of *The World Who's Who of Women*, *The International Who's Who of Professional and Business Women*, and *2,000 Notable Women*
- Memberships: EFA (Editorial Freelancers Association); Freelancers Union; BAEF (Bay Area Editors' Forum); NASE (National Association for the Self-Employed); ASBPE (American Society of Business Publication Editors); ACES (American Copy Editors Society); WSBA (Women's Small Business Association); multiple chambers of commerce
- Volunteer Work: Literacy Volunteers of America Tutor; National MS Society, Annual MS Walk Participant; Suicide Prevention Hotline Psychological Counselor; Compeer Program Volunteer
- Las Vegas Mental Health Center Intern Program Attendee
- Phi Kappa Phi Honor Society, Phi Lambda Alpha Honor Society & Psi Chi Honor Society (Chapter President)

RESOURCES

Customer Testimonials: bookmarker-es.com/testimonials/

Client List: bookmarker-es.com/clients/

Project List: Available upon request

References: Available upon request