



# 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

Wrote, designed, edited, and proofed 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 included: 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!*

*Specializing in*

*Bringing the*

*Personal into the*

*Professional*

## 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; ACES (American Copy Editors Society); BAEF (Bay Area Editors' Forum); NASE (National Association for the Self-Employed); ASBPE (American Society of Business Publication Editors); 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:** <https://bookmarker-es.com/testimonials/>

**Client List:** <https://bookmarker-es.com/clients/>

**Project List:** Available upon request

**References:** Available upon request