

Stephen Evans, Editor/Project Manager

305-D Linden Avenue | Raleigh, NC USA 27601
editorial@ImYourEditor.com | www.the-freelance-editor.com
phone/text 832-233-0041

Objectives & Goals

- to secure positions in which I might exercise my talents (read, practice my passions) for organizing, researching and fact-checking, editing, and managing publications
 - to apply my two ultimate goals as an editor: (1) helping writers say what they want to say to the audience they want to reach and (2) allowing readers to concentrate on intended messages rather than grammatical errors, sloppy logic, and misleading cues
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Life Achievements & Career Highlights

- earned praise from author-educator John Hope Franklin for “negotiating delicate terminology” during development of *THJH*’s African-American-themed issue
 - honored by NC Governor Jim Hunt, Department of Cultural Resources Secretary Jeff Crow, and renowned state historian Jerry Cashion for furthering the understanding of state history through development of exhibition labels and educational publications
 - researched and ghostwrote material for Facts on File publications and *Time for Kids*
 - selected to serve as author and North American liaison/location manager for Anova Books, Ltd, during production of *Orlando, Then and Now*, a history of Orlando
 - served as Orlando-area group leader of the Florida Writer’s Association
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Skills & Assets

- the ability to provide content appraisals, substantive reviews, copyedits, and proofs
- the ability to brainstorm and mold ideas, focus and enforce objectives, set deadlines and budgets, and establish and manage editorial schedules
- the ability to apply rules in standard style manuals, house style guides, and respected grammars and texts to ensure readability, logic, and consistency
- the ability to employ established guidelines in adjusting style, format, and content to fit the needs, interests, and knowledge of a target audience
- the ability to research, ghostwrite, and rewrite as needed
- the ability to work in teams or individually to establish and meet goals and objectives
- the ability to lead publications from concept to draft to proof to publication

Independent Publishing Experience

as the-freelance-editor, I work with professional authors and aspiring writers in developing, organizing, and producing a variety of independent publications

located in Raleigh, North Carolina, I previously worked out of Orlando, Florida, as well as an earlier stay in Raleigh; I originated my company in Dayton, Ohio, as Freelance Library Services

- *A Walk Through Life* (personal memoir)
- *Modeling a Successful Practice: A Guide to Ophthalmic Staff Development* (a procedural training manual for technicians)
- *Where Egrets Flew* (young adult historical fiction)
- *The Crystal of the Pyramids* (murder mystery/thriller)
- *The Last Dog in the World* (science fiction/fantasy script proposal)
- “Love Thy Neighbor” (short story)
- *School’s In: Federalism and the National Education Agenda* (published dissertation)
- “Union Leaders in a Culture of Change” (unpublished dissertation article)
- *Prison to Paycheck* (self-improvement guide)
- KQP International Lifestyle (website)
- *A History of Fashion, from A to Z* (illustrated history)

Other Publishing Experience

during a second stint in Raleigh, I once again worked as a Historical Publications Editor at the North Carolina state Museum of History

in this role I served as editor for select exhibit teams, general publications, programming materials, and marketing efforts

during my first tenure in Raleigh, I worked as a full-time Historical Publications Editor at the North Carolina state Museum of History

at that time, I served as editor of publications for

- served on a variety of standing and ad-hoc publications committees for the North Carolina Museum of History
- worked with exhibit teams to brainstorm, organize, and research information for label text before editing text and proofing final label panels
- managed production of the museum’s ongoing calendar of programs and events; this role included organizing and editing submitted copy and ghostwriting material for educational programs, exhibit openings, and other activities—the information was used in print and on the museum website, as well as video monitors and signage
- served on and chaired publications committees and advisory boards of inhouse staff and outside subject experts
- worked with authors to transform complex ideas into information that general readers could understand
- led production of *Tar Heel Junior Historian*, a semiannual state history magazine, from conception through distribution
- applied instructional design techniques to aid readability

children and general audiences

- worked with classroom teachers and curriculum standards to develop activities for student readers
- coordinated *Crossroads*, a tabloid school newsletter
- reviewed, edited, and proofed materials such as audio-visual scripts, exhibit labels, books, guides, brochures, articles, reports, grants, and activity sheets for exhibitions, education programs, and special projects
- created “Editorial Guidelines to Staff,” a series of informational memos to assist writers in preparing museum-related copy

Education & Training

**Manchester College
North Manchester, Indiana**

- graduated: Major, School Media Services (a K–12 English education degree with a concentration in library science); Minor, Journalism
- worked in Funderburg Library as a circulation/reference assistant
- served as staff member, news editor, and later general editor of *Oak Leaves*, the campus newspaper

**NC State University
Raleigh, North Carolina**

- developed and began coursework designed for Masters in Liberal Studies degree with a focus on the role of instructional and educational design in readability
- completed some research and early drafts for required final written project (degree not completed)

**“On-the-Job” Learning and
Continuing Education**

- trained in applying instructional design techniques
- finished coursework in HTML and XML coding
- attended classes and seminars in project supervision and quality management

-----Additional Information and Links Available Online-----

www.StephenEvans.com
www.linkedin.com/in/aneditor

a professional VITA ... <https://the-freelance-editor.com/an-autobiographical-sketch/>
a short COMPANY HISTORY ... <https://the-freelance-editor.com/a-short-company-history/>