

Education

Certificate in Editing, University of Washington Extension, June 2004

M.P.A., Graduate School of Public Affairs, University of Washington, June 1999

Courses in Nonprofit Management, Program Design and Planning, Program Evaluation

B.A., American Studies, Bates College, Lewiston, ME. 1990

Professional Experience

Nonprofit Consultant/Freelance Editor, Seattle, WA. 2002-present

- Copyedit all types of nonprofit documents, proposals, and communication materials.
- Provide organizational assessment and developmental editing for nonprofit project proposals and reports.
- Clients include nonprofit organizations, schools, policy centers, and university faculty.

Associate Editor, Sea Kayaker Magazine, Seattle, WA. 2005-2008

- Managed manuscripts from initial query to final selection for a bi-monthly, nationally-distributed magazine.
- Compiled and wrote several technical sections of each issue. Copyedited and proofread all sections.
- Responsible for making sure that editorial timelines and deadlines were met.
- Conducted a 2-year database redesign, including organizational analysis and interviews, needs assessment, implementation, and documentation.

Project Director, Philanthropy Northwest, Seattle, WA. Spring 2000

- Revised and edited Fifth Edition of the *Philanthropy Northwest Member Directory*, a leading resource for Northwest grant makers and nonprofit organizations.
- Compiled funding statistics and guidelines from 143 member organizations, and updated and expanded technical assistance sections.

Research Assistant, Nonprofit Management Program, Graduate School of Public Affairs (now Daniel J. Evans School of Public Affairs), University of Washington, Seattle, WA. 1996-1999

- Conducted research on the impact of welfare reform on faith-based nonprofit organizations.
- Met with a variety of organizations and groups in the community for site visits and interviews, and provided clear written summaries of collected information.
- Created a database of nonprofit organizations to help create a stronger link between the University and the nonprofit community in Seattle.
- Worked effectively and efficiently with faculty supervisor.

Assistant Administrator, Northwest Fund for the Environment, Seattle, WA. Spring 1998

- Assisted Fund Administrator of NWFE with all aspects of a funding cycle. NWFE supports approximately 45 organizations annually with grants totaling \$500,000.
- Responded to requests for grant information; assisted applicants with foundation guidelines, idea development, grant preparation; performed initial screening and evaluation of grant applications.

Production Assistant, Adult Basic Literacy Educators Network (ABLE), Seattle, WA. 1996

- Produced a series of training manuals and related materials used by state literacy resource center to train literacy and ESL teachers. Used advanced Microsoft Word formatting and editing functions.
- Edited and proofread all drafts, designed layout, and coordinated production team.

Coordinator, Volunteer and Internet Project (VISTA), King County Literacy Coalition, Seattle WA. 1993-1995

- Worked with Executive Director on all start-up aspects of a newly incorporated, growing, non-profit literacy coalition.
- Recruited and supervised administrative volunteers.
- Wrote and edited public relations, fund development and political advocacy documents.
- Created and headed an ongoing project to connect 32 member organizations of KCLC with Internet access.

English Teacher, Students for Czechoslovakia, Jihlava, Czechoslovakia. 1992

- Taught English as a foreign language to adults, high school students and kindergarten children in a small town in Bohemia.
- Developed curriculum, lesson plans and materials for all levels of instruction.
- Created a teaching library with information about multi-media and alternative teaching techniques.
- Organized and led educational field trips.

Computer Skills

Microsoft Office
Adobe InDesign CS3
FileMaker Pro