**Shermonta L. Grant**
Washington, D.C. | 301.452.2354 | slg.editorial@gmail.com

**Profile**

More than two decades of editorial experience in successfully styling content for both print and digital media for various audience types. Proven expertise in substantive and developmental editing. Proficient in managing complex projects. Strong engagement skills with writers, graphic designers, and marketing and communications personnel to develop high-quality solutions and deliverables in a deadline-oriented setting.

**Core Skills**

* Chicago Manual of Style
* Project Management
* Fact Checking | Research
* Developmental Editing | Substantive Editing
* Copyediting | Line Editing | Proofreading
* Script Writing | Copywriting | Resumes| Manuscripts

**Experience**

**Editorial Freelancer (Creative, Marketing, Communications)**

*Self-Employed* **(***September 2019 – Present)*

* Collaborate with clients to develop and maintain flow and ease of narrative, including voice and tone.
* Perform proofreading and copyediting services for fiction and nonfiction.
* Conduct fact-checking audits for editorial credibility.
* Develop client goals, themes, and marketing campaigns.
* Create and manage editorial timelines.
* Provide consultations on web site structure, content, and aesthetics.

**American Geophysical Union, Washington, D.C. (1992 – 2019)**

*Program Manager*

* Managed the production process of editorial content for 25+ books (up to 200 pp.).
* Managed the production process of 100+ directional and promotional signage (print and digital) for display at annual conference.
* Liaised with graphic designers, editorial team members, and marketing personnel to ensure that publication dates were met.
* Collaborated with Web services team members on the creation and maintenance of editorial content posted on conference web sites via WordPress.

*Leadership Coordinator*

* Assisted in planning, implementing, and supporting programs and initiatives.

*Production Coordinator*

* Managed production process of organization’s weekly magazine for Earth scientists.
* Wrote feature articles for organization’s magazine geared toward K-12 students.

*Advertising Assistant*

* Assisted in managing the recruitment of ads and revenue sales.

*Cash Receipts Coordinator*

* Assisted in revenue and expense reconciliation.

**Education**

B.A., Business Administration, Strayer University, Washington, D.C., XXXX

**Memberships/Affiliations**

* Editorial Freelancers Association
* ACES: The Society for Editing
* Editors Tea Club
* Volunteer Staff Writer: *Grace Magazine, By Women For Women*
* Founder of Reading - Inspire and Engage Book Club

*Client References Available Upon Request*