

Brief Resume

Elizabeth Spada **Manuscript Editor**

Mount Clemens, Michigan

Education

Macomb Community College Warren, Michigan	Certificate, Information Technology	2017
Wayne State University, Detroit, Michigan	Master of Arts, English	2012
Wayne State University, Detroit, Michigan	Master of Education, Bilingual-Bicultural Education	2008
Macomb Community College Warren, Michigan	Associate Degree, Administrative Assistant	1996

Employment (Relevant)

Home Office	Freelance Editor	2010–present
Global Provider of Information Services	Copy Editor, Remote	2018–2021
Public University and Research Institution	Manuscript Technician, Remote	2007–2020

Employment (Other)

Global Provider of Language Training	Personal Tutor	2017–2018
Community College	Clerical Assistant Testing Technician	2011–2015 2014–2017
Community Education Programs	ESL Teacher	2006–2011
Public School Districts	Substitute Teacher	2001–2008 2018–2019

Skills Highlights

As a freelance editor, I assisted authors in preparing dissertations for final review, performed line editing for a self-published pocket guide, and did copyediting and proofreading for a multi-author monograph. As a remote copy editor, I applied style guidelines to presentation slides and electronic test pages for professional education. As a manuscript technician, I helped authors prepare research articles for submission and resubmission to journals and reduced word and page count on grant proposals. As a testing technician, I wrote a procedural guide for new employees. As a student, I wrote my program applications and graduate essays. As a volunteer, I prepared newsletters, helped a friend with business correspondence, recorded church meetings, and developed a magazine article in conjunction with a marketing writer.

Employment Gap Explanation

There are two issues to address. First, the resume shows my attempts to enter two career fields simultaneously: teaching and editing. I enjoyed teaching, but I have a passion for editing. Technical editing will be my only career going forward. Second, the resume shows a gap in my professional employment. From 2020 to present, I conducted a small business creating and marketing handmade fragrances. I am currently writing an e-book about techniques I discovered, which I will self-publish. Becoming a perfume entrepreneur involved a tremendous amount of work with little financial gain. I plan to sell the remaining inventory and return to editing full time.