

ELINOR DAVIS

elinorodavis@gmail.com / (828)707-7962 / 55 Wandering Oaks Way, Asheville, NC

PROFILE

Detail-oriented, dedicated editor and writer with eight years of experience in both professional and collegiate roles. Skilled in developmental editing, copyediting, and proofreading across genres, including literary fiction, academic articles, poetry, and narrative nonfiction. Well-versed in AP and Chicago Style.

EDUCATION

University of Denver, Colorado — Publishing Institute Graduate Certificate, Summer 2023
Agnes Scott College, Decatur, GA — B.A. English Literature & Creative Writing, 2017-2021

EXPERIENCE

EDITOR/READER, *FRUITSLICE*, 2024–present

Evaluates submissions for quality and adherence to each issue's theme. Edits and proofreads content according to both the AP Stylebook and the publication's style guide. Communicates with accepted authors throughout the editing process in a sensitive manner.

FREELANCE EDITOR, 2023–present

Edits academic papers, prose, and poetry at industry rates, ranging from the developmental stages to final proofreadings. Clients include Alan Grostephan (*The Banana Wars*, Dzanc), Monterrey Institute of Technology, Ming Joi Washington, and Brad Allen (*Grand Reconnaissance*). Exceptional and updated knowledge of grammar, typically following the Chicago Manual of Style.

EDITOR/ILLUSTRATOR, AURORA ARTS & LITERARY MAGAZINE, 2018–2021

Responsible for reading submissions, supervising the progress of accepted writers, and editing final proofs. Worked with authors in both group and one-on-one editing sessions. Communicated advice and criticism in a sensitive, friendly manner. Collaborated with the larger editing team on the magazine's physical layout and design.

EDITOR-IN-CHIEF, QUARANTINE DIARY LITERARY JOURNAL, 2020

Organized a collection of student-written short stories and provided initial and final edits. Formatted a Wordpress site for the journal, including author photos and bios. Supervised section editors.

INTERN, AGNES SCOTT COLLEGE WRITERS' FESTIVAL, 2019

Organized the Agnes Scott Writers' Festival magazine and edited poems, plays, fiction, and non-fiction. Assigned accepted pieces to editors, tailored to their interests and levels of experience, and acted as final proofreader. Collaborated with the illustration and design teams on the magazine's layout and printing.

SECTION EDITOR/WRITER, *THE PROFILE*, 2017-2019

Edited all articles concerning Agnes Scott College's campus life, ranging from light-hearted columns to critiques of college policies and ethics. Assigned beats to the campus life writers, approved their original ideas, and met with each for one-on-one editing sessions. Evaluated and selected new members based on copyediting tests and writing samples. Regularly attended budget meetings and collaborated with team members to create yearly agendas.

SKILLS

Project Management — Editing — Writing — Proofreading — High-Velocity Reader — Detail-Oriented — Innovative — Communication — Chicago Manual of Style — AP Style — Journalism — Interpersonal Relations — Microsoft Office — Excel — Google Suite — Wordpress — Team-Building