

ckelliott62@gmail.com carolkelliott@aol.com (see) Carol K. Elliott at LinkedIn

Copyeditor, writer, Internet researcher, website creator. Academic content includes clinical textbooks (over 40 titles), reference guides, K-12 textbook content and assessments (high-stakes), college test prep guides, CME course materials, and writing for nonprofit disability advocacy (website). Member of *Editorial Freelance Association* since 2008.

Trusted copyediting skills applied to deep line editing, grammar review, spelling, punctuation, readability, sensitivity/bias, in-text citations, references. Style guide adherence to APA, AMA CMOS formatting. Software proficiency with Microsoft Word Track Changes, Adobe PDF mark-up. Proficient on cloud-based content platforms.

Plural Publishing, Inc., San Diego, CA www.pluralpublishing.com
2015 – Present

Copyediting academic and clinical publications (over 40 titles) in the fields of speech-language pathology, audiology, and otolaryngology.

Titles:

- ***A Plural Manual of Textbook Preparation***, 3rd Ed. by M.N. Hegde
- ***Otolaryngology-Head and Neck Surgery: Clinical Reference Guide***, 7th Ed. by R. Pasha
- ***Adult Dysphasia Clinical Reasoning and Decision-Making Guide*** by Y.M. McCoy
- ***Handbook of Children's Speech: Development, Disorders, and Variations*** by R. D. Kent
- ***Introduction to Sound: Acoustics for the Hearing and Speech Sciences*** by C.E. Speaks
- ***Acquired Language Disorders: A Case-Based Approach***, 3rd Ed. by Klein & Mancinelli
- ***Improving Speech Intelligibility in Adults*** by Porcaro
- ***The SLP Entrepreneur: SLP Guide to Private Practice and Other Business Ventures*** by Kohli
- ***Telepractice: A Practical Guide for Speech-Language Pathologists*** by Jakubowitz
- ***Music and Hearing Aids: A Clinical Approach*** by Chasin
- ***Cochlear Implant Patient Assessment***, 2nd Ed. by Rene Gifford
- ***Fitting and Dispensing Hearing Aids***, 2nd Ed. by Taylor & Mueller
- ***IEP Goal Writing for Speech-Language Pathologists: Utilizing State Standards*** by Kopel & Kilduff
- ***What Every Singer Needs to Know About the Body***, 3rd Ed. By M. Malde, M.J. Allen, & K.A. Zeller
- ***A Guide to School Services in Speech-Language Pathology***, 3rd Ed. by T. Schraeder
- ***Assessment of Communication Disorders in Children: Resources and Protocols***, 3rd Ed. by Hegde & Pomaville
- ***Assessment of Communication Disorders in Adults: Resources and Protocols***, 2nd Ed. by Hegde & Freed
- ***Voice Disorders***, 3rd Ed. by Sapienza & Hoffman-Ruddy
- ***Com DEALL Manuals*** by Karanth, Roseberry-McKibbin, & James
- ***The Diagnostic Audiology Pocket Guide: Evaluation of Hearing, Tinnitus, and Middle Ear Function*** by Steiger & Miller

- **Implantable Hearing Devices** by de Souza, Roland, & Tucci
- **Rotational Vestibular Assessment** by C. Zalewski
- **Vestibular Lab Manual**, 2nd Ed. by Bre Myers
- **Phonological Treatment of Speech Sound Disorders in Children: A Practical Guide** by Bauman-Waengler & Garcia
- **The Diagnostic Audiology Pocket Guide: Evaluation of Hearing, Tinnitus, and Middle Ear Function** by Steiger & Miller
- **Assessment of Communication Disorders in Children**, 4th Ed. by Hegde
- **Functional Phonetic Workbook**, 3rd Ed. by Marsoun, Cancios, & Singh
- **The Adult Dysphagia Pocket Guide: Neuroanatomy to Clinical Practice** by McCoy & Wallace
- **Clinical Voice Pathology: Theory and Management**, 6th Ed. by Stemple, Roy, & Klaben
- **School Programs in Speech-Language Pathology: Organization and Service Delivery**, 6th Ed. by Blosser & Means
- **Assessment of Communication Disorders in Adults**, 3rd Ed. by Hegde
- **Comprehensive Dictionary of Audiology: Illustrated**, 3rd Ed. by Brad A. Stach
- **Dr. Gyl's Guide to a Successful Hearing Care Practice** by Gyl Kassewurm
- **Medical Setting Considerations for the Speech-Language Pathologist**, by K. Spenser
- **Exercises for Voice Therapy**, 3rd Ed. by Behrman & Haskell
- **The Essential Guide to Coding in Otolaryngology: Coding, Billing and Practice** by Brown
- **Neurogenic Communication Disorders and the Life Participation Approach** by Holland & Elman
- **Multi-Tiered Systems of Support: Implementation Tools for SLPOs in Education** by Sylvan
- **Augmentative and Alternate Communications: Challenges and Solutions** by Ogletree
- **Otolaryngology-Head and Neck Surgery: Clinical Reference Guide**, 6th Ed. by Pasha
- **Semantic Processing and Word Finding Difficulty Across the Lifespan: A Practical Guide for SLPs** by Hung
- **Electronystagmography/Videonystagmography (ENG/VNG)** 2nd Ed. by D. McCaslin

Houghton Mifflin Harcourt - Riverside Publishing

<http://www.riversidepublishing.com>

2006 – 2016

Freelance assignments included copyediting and proofreading K-12 assessments for high-stakes Common Core Standards testing products, both print and on-line administration. Assessment text is edited in a cloud-based content management system. Content included ELA, Math, Biology, Social Studies, Science, as well as products in the guidance, psychological and clinical arenas. Provided Q.A. and consistency checks with test blueprints and rubric alignment to state standards. Other proofreading assignments included norm-referenced standardized achievement tests (*Iowa Tests of Basic Skills®*). Provided correlations and editing of test administration ancillaries such as teacher directions and psychological and psychometric technical manuals and customer bulletins.

A Pass Educational Group www.apassededucation.com

2012 – Present

Copyeditor for textbooks, assessments, and e-Learning materials development. Content areas are broad-based curriculum for K-12, high school, adult learners in academic and vocational training. Clients include Pearson, Houghton-Mifflin.

Post-Polio Health International <http://www.polioplace.org>

2007 – Present

Website writer, researcher, editor for a disability nonprofit. Advocacy content tailored to national and international disability populations, healthcare professionals, and caregiver audiences. Responsible for writing biographies, book reviews, editing newsletters, website summaries, photo selections; editing personal essays for style consistency; creating hundreds of citations from peer-reviewed journal articles and case studies across varied seminal medical journals. Production experience includes uploading digitized archival materials and video/ audio clips and use of various Internet search engines. Created editorial style guidelines and templates.

QBS Learning www.qbslearning.com

2017 – 2019

Copyediting, fact checking, bias/sensitivity review for K-12 educational text content. Publishers include Houghton Mifflin Harcourt and Kahn Academy.

Sourcebooks, Inc. www.sourcebooks.com

2012 – 2015

Proofreading and cross-referencing test items in the Gruber test-prep guide series in Math. Includes ACT, PSAT, SAT and GRE test prep reference books.

Western Schools www.westernschools.com

2017

Copyediting course content for credentialing Continuing Education Credits (CME) for healthcare professionals.

Education: B.A. English, Northern Illinois University

Professional Associations Editorial Freelancers Association (EFA): www.the-efa.org
Post-Polio Health International, PHI: www.post-polio.org

Selected Previous Employment

Riverside Publishing Houghton Mifflin Harcourt- Itasca, IL

Project Director, Editorial Product Development | 1993 – 1999

Project management for planning, budgeting, scheduling, and implementing product development and processing of formative and NCLB high-stakes custom state-standards assessments. Products include K-12 achievement assessments (*The Iowa Test of Basic Skills*®), guidance and psychological (*Stanford-Binet, Woodcock Johnson*® and the *Cognitive Abilities Test*™) clinical testing materials. Coordinated scheduling and quality assurance guidelines with software technology group to ensure timely product delivery of print and on-line digital products. Designed guidelines, style templates, and schedules for complete publishing process within established budgets and deadlines. Editorial management for test booklets, administration manuals, scoring guides. Liaison to contractual freelance item writers. Worked closely with psychometric research staff, as well as graphic pre-press design, manufacturing, and marketing departments. Oriented new employees to publishing process and editorial standard guidelines.

Encyclopaedia Britannica Educational Corporation, Chicago, IL

Copywriter | 1975 – 1981

Marketing copywriter for school and library catalogs, educational film teacher guides, print, and media advertising. Liaison with authors, editors, film producers of educational films, graphic designers and print suppliers.

Hinsdale Hospital, Hinsdale, IL

Assistant to Corporate Compliance and Privacy Officer | October 2002 – June 2010

Assisted with roll out to (then) new HIPAA regulations: training, certification, compliance. Coordinated administration of hospital contract system; formatting, editing, posting of all regional hospital policies to Intranet website.

La Grange Memorial Hospital (Adventist Midwest Health), La Grange, IL

Education Coordinator | November 2000 – October 2002

Office management of the Department of Nursing Education and Professional Development Training. Analyzed and edited training materials, administered class registrations, coordinated mandatory clinical staff certification, test proctoring, employee orientation handbooks.

Additional Hospital Administration Support Services Experience

Our Lady of the Resurrection Hospital, Chicago, IL

Medical Staff Office Coordinator | 1993

Ravenswood Hospital, Chicago, IL

Program Coordinator / School of Nurse Anesthesia | 1990 – 1992

St. Joseph Hospital & Health Care Center, Chicago, IL

Executive Assistant to Physician Vice-Chairman, OB/GYN | 1992 – 1993

Executive Assistant to Physician Chairman of Psychiatry | 1986 – 1987

Rehabilitation Institute of Chicago, Chicago, IL

Executive Assistant to M.D. Director of Pediatrics | 1981 – 1985