**Lisa S. Nicolella**

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SKILLS

* Expert in proofreading, formatting, line editing, copyediting, and substantive editing
* Expert in conducting research and fact checking
* Expert in APA, AMA, Chicago, and GPO styles
* Experience in creating and following style guides
* Expert in Microsoft Office, Adobe Acrobat, and electronic editing
* Proficient with HTML, XML, and content management systems

EDUCATION **Georgetown University**, Washington, D.C.

M.A., English

**Virginia Polytechnic Institute and State University**, Blacksburg, Va.

B.A., English

B.S., Animal Science

EXPERIENCE

February 2014 to Present

U.S. Department of Health and Human Services

Agency for Healthcare Research and Quality

**Writer/Editor,** Office of Communications

* Oversee the development, copyediting, production, and layout of all publications for the U.S. Preventive Services Task Force (USPSTF), an independent, volunteer panel of national experts in prevention and evidence-based medicine that makes recommendations about clinical preventive services. Publications include draft and final research plans, draft and final evidence reports, draft and final recommendation statements, clinician summaries, methods papers, commentaries, and annual reports.
* Proofread and copyedit all communications materials in support of USPSTF publications. Communications materials include press releases, media alerts, social media copy, brochures, infographics, presentations, PowerPoint slides, and web copy.
* Collaborate with the *Journal of the American Medical Association* to publish all USPSTF final recommendation statements, providing quality assurance and editorial approval for all manuscripts and associated publications.
* Manage the USPSTF website, including coordinating the opening and closing of opportunities for public comment, updating topic pages, posting final recommendation statements and evidence reports, sending messages through the GovDelivery listserv, and performing regular maintenance, updates, and revisions.
* Oversee the development, copyediting, production, and layout of various print and digital products for various other AHRQ initiatives, as assigned. Includes fact-checking, proofreading, copyediting, and substantive editing.
* Establish timelines, editorial calendars, and delivery methods, ensuring accessibility and alignment with agency standards.
* Review and edit all publications for accuracy, consistency, and clarity, while adhering to GPO style, AMA style, AHRQ Publishing Guidelines, and various other internal style guides and protocols.
* Distill complex medical information into plain-language, easy-to-digest consumer materials.
* Utilize tools such as MS Office, Adobe Acrobat, Box, Drupal, and a proprietary content management system.

July 2009 to February 2014

Millennium Services 2K+, Inc., Silver Spring, Md.

**Editor**, Agency for Healthcare Research and Quality

* Client: U.S. Department of Health and Human Services, Agency for Healthcare Research and Quality (AHRQ), Office of Communications and Knowledge Transfer (OCKT)
* Managed the editorial and publication production processes for the U.S. Preventive Services Task Force (USPSTF) and the web site.
* Managed the copyediting and publication of continuing medical education quizzes and reprints based on USPSTF recommendations in the peer-reviewed journal *American Family Physician* and coordinate with AHRQ’s National Guideline Clearinghouse on abstractions and syntheses of USPSTF recommendations.
* Provided content review and quality assurance for all OCKT communication contract deliverables involving USPSTF recommendations, such as consumer fact sheets, news bulletins, infographics, and listserv messages, as well as guidance to contractors on implementing USPSTF policies and processes.
* Managed the Prevention and Chronic Care Web page on the AHRQ Web site, including:
  + Designing the layout, developing the content, and coordinating the posting of multiple new Web pages to improve the visibility of AHRQ’s recently rebranded Prevention and Chronic Care Program.
* Copyedited and coordinated the Web posting of all AHRQ Impact Case Studies.
* Developed speech fact sheets for the AHRQ Director’s speaking engagements.
* Managed the following products on behalf of Millennium:
  + Monthly Lunch & Learn presentations
  + Weekly significant report for the editorial team (contract deliverable)
  + Millennium Monthly Report (contract deliverable)
  + Editorial Cross-Agency Workgroup
* Received Millennium’s 2011 Employee of the Year Award for “outstanding dedication and service above and beyond the call of duty.”

September 2008 to March 2009

American Society of Health-System Pharmacists, Bethesda, Md.

**Associate Editor**, Practice Standards

* Coordinated the concurrent development of several highly complex practice standards from project inception through publication. This included recruiting subject matter experts and writers; ensuring that manuscript preparation requirements were understood and followed by the authors; motivating authors, contributors, and reviewers to submit timely and quality material; and maintaining regular contact with and providing feedback to authors to ensure that manuscript development was progressing on schedule and according to project specifications and quality standards.
* Assessed the quality and appropriateness of the work product at each stage, including outline, draft, and final manuscript. Alerted key team members if any deliverable deviated from the project plan.
* Assisted with the management of peer review of practice standards, including solicitation of reviewers, compilation of comments, and coordination of author response.
* Supported the work of ASHP councils, including monitoring the sunset review of policies, statements, and guidelines and researching and compiling background reports to assist councils in policy analysis.
* Updated the practice standards Web site using a content management system.

May 2007 to September 2008

American Psychiatric Association, Arlington, Va.

**Assistant Editor**,*American Journal of Psychiatry*

* Copyedited scientific manuscripts, including reports of original research, review articles, case reports, and essays, to improve readability, conciseness, organization, clarity, and adherence to journal style. This included writing short sections of text as needed, checking references and facts, formatting tables and figures, reorganizing data to improve logic or clarity, coding all elements of manuscript files in preparation for desktop publishing, and coordinating final approval with authors.
* Served as exclusive staff editor of *The Residents’ Journal*, a monthly online publication created for psychiatry residents, and as such, was solely responsible for the production, distribution, and marketing of the electronic publication. This included maintaining a database of over 1,900 subscribers, coordinating with psychiatry residents and the Editor-in-Chief to solicit new content, developing a production schedule, copyediting content, writing original content, and desktop publishing in Microsoft Word. *The Residents’ Journal* became so successful that the APA Department of Education requested a merger with its quarterly publication.
* Served as exclusive staff editor for specific sections of the journal, such as the Book Forum and APA Official Actions. This involved coordinating with other APA departments to ensure the work of the Association was properly represented on the pages of its official journal.
* Performed pre- and post-publication quality control checks for the Journal, ensuring its content was consistently of high quality.
* Received the APA Performance Award for helping coordinate the conversion of the Journal’s production workflow from one that was entirely print-based to the two-track publication of *AJP in Advance* (online publishing ahead of print) and print publication.

February 2007 to September 2008

Today Publishing, LLC

**Freelance Editor**, *Physician License & Practice Today*

* Provided copyediting expertise on a freelance basis for a medical journal targeting medical students, residents, and fellows.

February 2006 to May 2007

American Psychiatric Association, Arlington, Va.

**Editorial and Production Assistant**, *American Journal of Psychiatry*

* Assisted in maintaining the production schedule for the *American Journal of Psychiatry*, including processing accepted manuscripts, creating and updating monthly table of contents, assigning manuscripts to issues, and preparing scheduled manuscripts for copyediting.
* Provided customer service for the editorial office by answering the main telephone line and responding to general inquiries and answering all office Email and correspondence.
* Reviewed first pages against proofed galleys, noting any errors.
* Performed miscellaneous duties, including maintaining copyrights with the U.S. Library of Congress, generating and sending reprint order forms to authors, formatting documents, uploading data supplements, and assisting the Production Editor as needed.
* Received the APA 2006 Innovative Service Award for “sustained superior performance and special efforts significantly beyond regular duties.”