

Stephen Evans, the-freelance-editor.com

PO Box 1168 | Orlando, FL USA 32802
editorial@ImYourEditor.com | phone/fax 407-898-4299
www.the-freelance-editor.com

Skills & Assets

- the ability to provide content appraisals, substantive reviews, copyedits, and proofs for written materials
 - the ability to set and meet objectives, deadlines, and budgets and to create and manage editorial schedules
 - the ability to apply rules in *Chicago Manual of Style*, standard guidelines, and selected style books to ensure grammatical sense, logic, and consistency
 - the ability to brainstorm, refine, focus, and enforce goals
 - the ability to research, ghostwrite, and rewrite as needed
 - the ability to employ established readability guidelines to assist in reaching general audiences
 - the ability to adjust style, format, and content to fit the needs, interests, and knowledge of a target audience
 - the ability to customize design and create understandable, searchable content for template-based Web pages
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Recent Projects

the-freelance-editor.com
Owner/Proprietor
Orlando, Florida
1997–Present

- *A Walk Through Life* (personal memoir)
- *Modeling a Successful Practice: A Guide to Ophthalmic Staff Development* (a procedural training manual for technicians)
- *Tempting Fate* (romance fiction)
- *Where Egrets Flew* (young adult historical fiction)
- *The Crystal of the Pyramids* (murder mystery/thriller)
- *The Last Dog in the World* (science fiction/fantasy script proposal)
- “Love Thy Neighbor” (short story)
- *School’s in: Federalism and the National Education Agenda* (published dissertation)
- “The Monroe Doctrine” (article for the HICOF project of Facts On File)

- “Phil and Betsy: Together” (personal memoirs and business history, in progress)
- *Rades* (young adult fantasy, awaiting publication)
- *Aysius: For Life and Land* (fantasy adventure, in progress)
- *Alby: Book 1* (young adult heroine fantasy, in progress)
- “Union-Leaders in a Culture of Change” (unpublished dissertation article)
- *Prison to Paycheck* (self-improvement guide)
- *Orlando, Then and Now* (photographic city history)
- *Bad Vibrations* (noir-style detective mystery)
- *Fade* (murder/mystery)
- KQP International Lifestyle (Web site)
- *Beanstalk* (young adult fantasy, in progress)
- *A History of Fashion, from A to Z* (nonfiction, in progress)

Practical Experience

**State Museum of History
Historical Publications Editor
Raleigh, North Carolina
1992–2000**

- led production of *Tar Heel Junior Historian*, a biannual state history magazine
- coordinated *Crossroads*, a tabloid school newsletter
- reviewed, edited, and proofed materials such as audiovisual scripts, exhibit labels, books, guides, brochures, articles, reports, grants, and activity sheets for exhibitions, education programs, and special projects
- created “Editorial Guidelines to Staff,” a series of informational memos to assist writers in preparing museum-related copy
- served on and chaired publications committees and advisory boards

**Freelance Library Services
Owner/Proprietor
Orlando, Florida
1987–Present**

- provide research assistance to clients
- develop and maintain in-house research facilities and resource centers for small businesses and organizations
- provide summaries, annotations, bibliographies, and indexes for clients as contracted

Montgomery Co. Historical Soc.
Publications Director
Dayton, Ohio
1987–1992

- edited and designed the society’s newsletter, brochures, and journals
- researched background information for articles, exhibits, and tours
- assisted curator with cataloging and indexing
- maintained local clippings collection
- created and updated membership database

Dayton & Montgomery Co. P. L.
Reference Librarian
Dayton, Ohio
1980–1987

- assisted librarian/curator in managing local history collection
- edited monthly newsletter of new titles
- guided and assisted walk-in patron research
- researched answers to call-in patron questions
- organized special collections to ease patron use

Education & Training

Manchester College
North Manchester, Indiana

- Major, School Media Services (a K–12 English education degree with a concentration in library science); Minor, Journalism
- Funderburg Library, circulation/reference assistant
- *Oak Leaves*, staff member/editor

“On-the-Job” Learning

- workshops in QuarkXPress for Windows and Adobe PhotoShop
- seminars in HTML and XML coding
- classes in project supervision and management
- preparation for teaching composition and young adult literature

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