

JILL LANGILL

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OBJECTIVE

Detailed, deadline-driven editor seeks opportunity to use project-management skills and attention to detail to manage company communications.

SUMMARY OF QUALIFICATIONS

Five years of intensive administrative and editorial experience; experienced with PC and Macintosh platforms; proficient in all Microsoft Office applications; professional and flexible and able to adapt to a wide range of responsibilities and expectations.

EDUCATION

Bachelor's Degree in English **June, 2005**
Azusa Pacific University, Azusa, CA

- Member of Sigma Tau Delta, English honors fraternity
- Maintained 3.7 GPA to graduate with honors

WORK EXPERIENCE

Consulting Editor, Roy Winston Poker Book **August 2008**
– Present

- Extensive line-editing and fill-writing for a poker memoir.
- Responsible for research, fact-checking, formatting, and publishing assistance.

Freelance Editor, Glencoe/McGraw-Hill **September, 2007**
– October, 2008

- Research and data compilation for Family and Consumer Sciences textbook revisions.
- Analysis of state standards to identify gaps in material for next edition of the textbook.

Editorial Lead, Educational Testing Service (ETS) **June, 2005**
– April, 2008

- Supervised team of editors and graphic designers.
- Functioned as senior/managing editor to ensure quality of print pieces and protection of branding.
- Creation and maintenance of all editorial production schedules, process and project tracking.
- Manage personnel time, work flow and discipline.

Consulting Editor, Revelation Plain and Simple, by Jon MacKinney **2006**

- Formatting, organization and line-editing of 600-page book of sermon compilations.

Senior Editorial/Admin. Coordinator Intern, Azusa Pacific University **2003 - 2005**

- Managed many aspects of university publications, including variety of newsletters, website updates, university magazine writing/editing, ghostwriting, technical writing, and course catalog updates.
- Supported front office, managed mailing, supplies, samples, distribution, and various planning tasks.

REFERENCES

- Lindsay Merritt, ETS Program Manager, (210) 698-3747
 - Catherine Obregon, CSUSB Instructor, (909) 867-5873
 - Edith Pryor, Parsons Executive Assistant, (626) 440-3123
 - Benjamin Joiner, Xerox Software Engineer, (949) 244-1521
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