

NINA CATANESE

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**Extensive Editing Experience | Long and Short Content Development | Topic Researcher and Fact-checker
Website and Social Media Content Support | Stakeholder Engagement**

SUMMARY OF QUALIFICATIONS

Experienced bilingual writer and editor. In-depth projects include developmental content editing, copyediting, ghost writing, and author coaching. Develop and edit technical and non-technical content as a fiction and non-fiction writer, editor, researcher, and fact-checker for authors of various genres. Strong interpersonal and customer service skills. Clear communicator who regularly interfaces with all types of content stakeholders. Self-motivated, requiring minimal supervision: maintain consistency and quality while prioritizing and managing my workload to meet deadlines.

EXPERIENCE

Tapestri

Chicago, IL

Freelance Social Media Copy Writer

October 2021 – Present

- Develop content for email campaigns, drip programs
- Writing and editing content for visibility on social media platforms

Launch Pad Media

River Forest, IL

Senior Editor and Ghostwriter

July 2004 – Present

February 2010 – Present

Lead and supervise all stages of the book-editing process. Collaborative experience working closely with authors and staff editors through ideation, outlining, character and plot development and completion.

- Delegate work on projects, mediate between editors and authors when necessary
- Fact-checking, conducting research and copyediting final product prior to presentation to literary agents and publishing houses
- Keen use of knowledge of various subjects (psychology, art, religion, history, literature, culture, the English language, etc.) in researching and ghostwriting novels and non-fiction works
- Organize and lead company meetings regarding projects and deadlines

Launch Pad Media

River Forest, IL

Developmental Content Editor

July 2004 – February 2010

- Critiqued manuscripts and coached authors on improving their work through constructive direction in a broad spectrum of elemental writing expertise (sentence structure, grammar, character enhancement, pace, continuity of facts, relevance, etc.)
- Conducted extensive factual and historical research for both fiction and non-technical non-fiction projects
- Formatted full-length manuscripts based on Chicago Manual of Style

- Developed storylines, book concepts, outlines, proposals and collaborated closely with authors on complete rewrites and ghostwriting projects
- Responsible for initiating and maintaining close client/editor relationships, client scheduling and communication
- Followed the progression of projects from initial inception to development up to and including submission
- Focus on multicultural, linguistic, and historical authenticity of clients' creative works to ensure accuracy in speech and settings.
- Wrote proposals and outlines for authors' manuscript submissions to publishing houses
- Wrote content for author websites

SKILLS

- Microsoft Office, Google Docs, WordPress, Chicago Manual of Style, AP Stylebook, and APA Style
- Fluent in Italian
- Set up Facebook pages for small neighborhood business and authors

EDUCATION

Current: HubSpot Academy, SEO and Content courses

Columbia College, Bachelor of Arts – Fine Arts and Art History; English minor

Triton Community College, Associate of Arts, Fine Arts, English

RECENT WRITING PROJECTS

Projects include (but are not limited to): full edits and/or rewrites of children's literature, mainstream horror, romance, thriller fiction, self-help, historical fiction, and non-fiction.

- A memoir regarding drug abuse, spiritual inspiration, and recovery
- A non-fiction book detailing the medical and emotional pitfalls and victories of battling breast cancer
- A series of gaming books of stories and poems for children
- A novel in the international spy/suspense genre
- A historical fiction novel about the American Revolution
- Ghostwriter for a non-fiction, inspirational book for young adults
- A novel about Post-Traumatic Stress Disorder and the military
- Aided in writing business strategies for a client in the daycare profession
- A work of historical non-fiction by a Professor Emeritus of Political Science regarding women's sexuality in the Victorian era