

Amanda A. Morgan

Skilled and experienced publications professional with proven ability to meet tough deadlines, handle complex projects, produce attractive and reader-friendly documents, clarify challenging concepts for a variety of reading levels, and deliver on-time, accurate results.

Skills

- **Copy editing, developmental editing, and proofreading**
Fine-tuning technical, policy-related, academic, and general-interest texts
Applying style and branding guides
Supporting writers whose first language is not English
- **Document design and production**
Coding and formatting documents
Designing and laying out documents
Creating, editing, and advising on data-driven graphics
- **Editorial style manuals:** Chicago, American Psychological Association, Associated Press, Oxford/New Hart's Rules, American Medical Association, Council of Science Editors, United Nations, US Government Printing Office
- **Software:** Microsoft Office 365; Adobe Acrobat Reader (and early versions of InDesign and Photoshop); PDF Studio Pro; Affinity Designer, Photo, and Publisher
- **Languages:** English (native), Spanish, German

Education

- Master's degree in history, University of Hawai'i
- University courses in manuscript, newspaper, and medical editing
- Short courses in document design and prepress, disaster public information, and proposal writing
- Certified by the Board of Editors in the Life Sciences

Experience

Self-employed editorial consultant, 2008–present

- Edit books, journal articles, technical reports, policy briefs, and other documents.
- Provide client's preferred level of edit, from a basic final polish to major structural revision.
- Write summaries, headings, and captions.
- Create and edit infographics.

Clients have included the Center for International Forestry Research, Centre for Development and Environment (University of Bern), Environmental Law Institute, Global Initiative Against Transnational Organized Crime, Institute for Security Studies, International Maize and Wheat Improvement Center, Istanbul Medeniyet University (Department of History), *Korean Journal of Policy Studies*, National Association of Social Workers, National Research Institute of Papua New Guinea, Overseas Development Institute, Oxford Institute for Energy Studies, School for Advanced Research, Sea Grant (Florida and Mississippi-Alabama programs), Stockholm International Peace Research Institute, University of New Mexico Press, and Waldo County (Maine) Emergency Management Agency, as well as numerous individuals preparing articles for academic journals.

Additional editorial experience

- Senior editor, Solution Tree, Bloomington, Indiana
- Copy editor, *Albuquerque Journal*, Albuquerque, New Mexico
- Senior editor, East-West Center, Honolulu, Hawai'i
- Historian/editor, International Archaeological Research Institute, Honolulu, Hawai'i
- English editor, Secretariat of the Pacific Community, Nouméa, New Caledonia
- Associate editor, *National Fisherman*, Portland, Maine
- Wire editor/page designer, *St. Croix Avis*, Christiansted, U.S. Virgin Islands
- Copy editor/page designer: *Visalia Times-Delta*, Visalia, California

Writing samples available at
<https://aamorgan.journoportfolio.com>;
editing samples available on request.
