Nancy Bernstein

Senior Editor | AI Content Standards Manager

CONTACT

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EDUCATION

San Francisco State University
BA, Humanities

COLLABORATION

- Zoom
- Slack
- MS Teams
- Optimizely
- Workfront

STYLEGUIDES

- Chicago Manual of Style
- AP Style Book

AI FOCUS

- Certificate, AI for Editors

MEMBERSHIPS

- American Copyeditors Society
- Editorial Freelancers of America

PROFILE

Extensive experience in technical marketing teams, owning and developing style guides and workflows; ensuring voice and tone is voice clear, accurate, and deliberate; and overseeing editorial vision.

EXPERIENCE

SENIOR COPYEDITOR
Black Duck Software (Formerly Synopsys) | 8/2020 – 10/26

- Edit and rewrite as needed 25–35 files/week (human- and AI-generated).
- Own and manage corporate styleguide.
- Own and manage editorial workflows.
- Provide input on content structure, format, messaging, and positioning for teams in multiple U.S. and global time zones.
- Train and oversee staff and freelance users of editorial collaboration and content management tools.
- Collaborate with cross-functional U.S. and international teams to refine creative content, ensuring quality, consistency, and accuracy.
- Ensure all content (internal- and external-facing) meets grammar, style, and brand standards.

FREELANCE COPYEDITOR AND PROOFREADER
5/2010 – present

Clients include Oracle, Apple, ServiceNow, Intuitive Surgical

- Edit written and digital medical and marketing content to detect and correct errors in voice, tone, grammar, syntax, and fact.
- Rewrite or modify copy to clarify meaning and to conform to corporate brand style guidelines and editorial policy.
- Review all marketing, brand, and website copy for adherence to editorial standards.
- Provide on-time and accurate deliveries to a diverse and dispersed team of stakeholders.