

Erin Elizabeth Fay

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PROFILE

Dedicated, organized self-starter with proven experience in project management. Specializes in making copy clear and concise. Now seeking to contribute my skills to a writing or editing position.

EXPERIENCE

Freelance Proofreader/Sole Proprietor, Pink Pen Proofreading 2013- present

Responsibilities include: correcting spelling, punctuation, grammar, syntax, and other mechanical problems; offering suggestions for clarity and consistency; marketing my business; and seeking out new clients.

Blogger, Heart-Shaped Blog 2013- present

Responsibilities include: writing blog posts, editing blog posts, taking and editing photos, and formatting each post.

Copy editor, Computemps, Leominster, MA 2011- present

Responsibilities include: checking software manuals for spelling, grammar, and punctuation errors; correcting syntax and other mechanical problems; offering suggestions for clarity and consistency; and pointing out formatting issues.

Technical Editor, Analog Devices, Inc., Norwood, MA September 2014- January 2015

Responsibilities included: editing and quality checking documents according to ADI standards, formatting and editing text within a Word template, corresponding with engineers and illustrators to ensure deadlines were met, multitasking and managing workflow to ensure the completion of several jobs each quarter, inputting time spent on projects into a database, and working on a special project which consisted of merging several product pages from the website of a recently acquired company and editing the newly-merged pages according to ADI standards.

Intern, The Harvard Press, Harvard, MA January 2013- May 2013

Responsibilities included: proofreading the paper weekly, scheduling and holding interviews, and writing articles.

EDUCATION

Fitchburg State University, Fitchburg, MA — B.A. in Professional Writing, 2013

AWARDS/HONORS

Center for Italian Culture Scholarship, 2012

Graduated *magna cum laude*

REFERENCES

Available upon request