

# KERRY ELLIS

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*Writing & Editing • Design & Layout • Project Management*

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Highly accomplished, results-oriented editor with extensive experience in copy editing, proofreading, copy writing, desktop publishing, Web development, and graphic design. Strategic planner with proven success in organizing and executing complex projects on time and within budget. Recognized as a visionary leader, a swift, passionate writer, and a naturally talented and trained editor and demonstrates the personality to thrive in dynamically changing environments requiring strategic decision making.

Strong technical proficiency using Microsoft Office (Word, Excel, Outlook, PowerPoint), Adobe products (InDesign, Illustrator, PhotoShop), Dreamweaver MX, Entourage, and DeltaGraph on PC and Mac platforms.

## *Core Competencies*

- Editorial Oversight
- Expert Proofreading
- Book/Magazine Publishing
- Desktop Publishing
- Web Development
- Graphic Design
- Innovative Leadership
- Passion and Dedication
- Mentoring and Coaching

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## PROFESSIONAL EXPERIENCE

**NASA/DTI HAVERSTICK (CONTRACTOR)** • Washington, D.C.

2005–Present

### **Technical Editor/Production Manager**

Manage quarterly production of sixty-page *ASK Magazine* and various conference materials for NASA, industry, professional, and academic audiences as part of the Knowledge Sharing Initiative for NASA's Academy of Program/Project and Engineering Leadership (APPEL). Continuously solicit and write articles and conduct interviews to ensure steady pipeline of material. Effectively manage deadlines with all contributors, staff, and external vendors. Copy edit, fact check, and proofread all content. Efficiently coordinate materials transfer with external design vendor and ensure production is on schedule and on budget. Proactively mentor colleagues and share resources and knowledge. Design and lay out conference booklets, binders, CDs, logos, and other promotional materials for larger NASA APPEL initiatives.

#### *Key Achievements*

- Increased distribution by 1,000 after four months on the job
- Received accolades and recognition from NASA Administrator for rebranded *ASK Magazine*

**CORPORATE EXECUTIVE BOARD** • Washington, D.C.

2002–2005

### **Managing Editor** (1/05–10/05)

Directed three editors responsible for research fact-checking, substantive editing, copy editing, and coaching for specific report projects. Productively negotiated timelines and project specifications with clients. Skillfully coordinated and facilitated small and large meetings to discuss editorial and production issues, including explicit instructions from senior executives. Accurately collected, compiled, and reported hourly tracking and expense information and generated succinct checklists, reference guidelines, style sheets, and quality-control measures for editors and designers to improve efficiency and knowledge. Effectively trained, coached, and mentored editors and other staff members as required and evaluated personnel during performance reviews. Adeptly crafted page layouts, custom art, and Web pages for individual projects.

#### *Key Achievements*

- Organized all editorial production of more than 30 books during four-week period
- Developed and updated style guide for 1,000 researchers and 40 creative staff
- Streamlined submissions for editorial review by establishing new reporting procedures
- Initiated quality-control measures to enhance productivity and efficiency
- Identified need and proposed creation for Managing Editor position and was then promoted to it by management

**Managing Designer (9/03–1/05)**

Oversaw sixteen designers in all phases of client-driven book production for discerning audience. Presented exceptionally strong ability to design and self-proof, strengthen processes, follow style, conduct blue-line reviews, and concisely teach others value-added techniques and procedures. Efficiently managed all short- and long-term design projects, balancing priorities. Professionally interacted with clients, department managers, executive staff, and coworkers.

*Key Achievements*

- Commendably supervised daily publishing and production operations in the Creative Solutions Group
- Successfully coached two direct reports to promotion from specialist to manager
- Promoted to management position following demonstration of natural leadership and abilities

**Publications Associate (1/03– 9/03)**

Capably managed publication projects, coordinating with author clients, designers, editors, and print-production department managers. Created complex page layouts using Adobe InDesign and offered tips and techniques to other designers to streamline operations. Prioritized and tracked multiple projects to ensure deadline completions.

*Key Achievement*

- Demonstrated extraordinary ability to synchronize copy editing while designing on computer screen

**Publications Editor (9/02– 12/02)**

Edited all business-related copy for correct grammar, syntax, information, and graphics errors. Constructively liaised with authors to discuss editorial changes and ways to improve copy. Updated company stylebook and editing “cheat sheets.”

*Key Achievement*

- Participated in discussions to streamline editing processes and maintain highest quality

**TYLER MORNING TELEGRAPH • Tyler, TX**

2001–2002

**Copy Editor**

Provided expert layout and proofreading services at respected East Texas daily newspaper. Edited copy for content, clarity, grammar, and syntax and wrote articles. Proficiently coordinated story placement with other editors using QuarkXPress and posted results to Web site.

*Key Achievements*

- Praised for preparing sharp, attractive, eye-appealing layouts featuring innovative story placement
- Mastered ACT Editorial, QuarkXPress, PhotoShop, and MS Word applications and AP style
- Exclusively trained in other writing, editing, and technical job classifications, filling in as needed
- Wrote front-page news, movie reviews, entertainment column, and other published material

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**EDUCATION AND CREDENTIALS**

Master of Arts in English coursework • UNIVERSITY OF TEXAS AT TYLER

Bachelor of Arts in English • SOUTHWEST TEXAS STATE UNIVERSITY (2000)

Intensive Review of Grammar • EEI COMMUNICATIONS TRAINING (2005)

Seminars on Computer Graphics & Interactive Techniques • ACM SIGGRAPH CONVENTION (2003)

***Professional Associations***

Member • ACM SIGGRAPH, 2003–2004

Lifetime Member • SIGMA TAU DELTA (ENGLISH HONOR SOCIETY), Since 2000

Member • LIBERAL ARTS STUDENT ADVISORY COUNCIL, SWTSU, 1999–2000