

BECKY STEPHENS

FREELANCE EDITOR



PROFESSIONAL

EDITORIAL ASSOCIATE

AMERICAN INSTITUTES FOR RESEARCH, 2015–PRESENT

- ▶ Edit and provide feedback for test administration manuals, test scripts, user guides, and ancillaries at each round
- ▶ Maintain Florida Department of Education Florida Standards Assessments Portal with current information and documentation for school and test administrators, parents and families, and the general public

TECHNICAL WRITER

JACOBS TECHNOLOGY, 2013–2015

- ▶ Apply writing and editing skills and technical expertise to analyze, plan, and develop quality documentation
- ▶ Work collaboratively with software development and business teams to write and edit technical documentation

TECHNICAL WRITER

OFFICE OF LEGISLATIVE INFORMATION TECHNOLOGY SERVICES, THE FLORIDA LEGISLATURE, 2008–2011

- ▶ Collaborate with various teams to establish technical requirements in order to create, edit, and maintain technical training materials, such as user guides and reference manuals
- ▶ Serve as instructor to assist legislative staff with hands-on computer software training

EDUCATION

Bachelor of Arts, English Literature
The Florida State University

MEMBERSHI

Editorial Freelancers Association

FREELANCE EDITOR

BECKY STEPHENS EDITING, 2012–PRESENT

- ▶ Edit fiction manuscripts by reviewing for clarity, continuity, plot gaps, contradictions, inconsistencies, and point of view and logic problems; correct spelling, grammar, and punctuation
- ▶ Prepare detailed critiques to ensure clients' understanding of, and satisfaction with, edits

SENIOR PUBLICATIONS SPECIALIST

XEROX, INC., 2011–2012

- ▶ Collaborate with software development, engineering, and business teams to ensure documentation meets established quality standards and project deadlines
- ▶ Edit technical documentation and test scripts for formatting, content accuracy, spelling, and punctuation

EDITOR

DIVISION OF STATUTORY REVISION, THE FLORIDA LEGISLATURE, 1999–2003

- ▶ Edit legislative publications by integrating new law text into standing law text following legislative sessions
- ▶ Proofread statutes, laws, indexes, and other legislative publications for grammar, spelling, punctuation, sentence structure, consistency, and form

TECHNICAL SKILLS

- ▶ Adobe Acrobat
- ▶ Adobe Dreamweaver
- ▶ Adobe InDesign
- ▶ Adobe Photoshop
- ▶ Google Drive (Docs, Sheets, Forms)
- ▶ Microsoft Office Suite
- ▶ Microsoft Word (Track Changes)

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BOOKS EDITED/PROOFREAD

ALTERNATIVE HISTORY

- ▶ *The Druids* — Lex Allen
- ▶ *No Heaven* — Lex Allen
- ▶ *No Hell* — Lex Allen
- ▶ *No Religion* — Lex Allen

CHILDREN'S/MIDDLE GRADE

- ▶ *My Life as a 6th Grade Super Zero* — Peggy Martinez
- ▶ *Coriander Jones on Assignment at Sabal Palms Academy* — Kim English

COMING OF AGE

- ▶ *Paisley Memories* — Zelle Andrews

FANTASY

- ▶ *Ink, A Dark Waters Mermaid Tale* — Melanie Karsak
- ▶ *The Glass Mermaid* — Poppy Lawless
- ▶ *The Cupcake Witch* — Poppy Lawless
- ▶ *The Bee Charmer* — Poppy Lawless

HISTORICAL FICTION

- ▶ *Highland Raven* — Melanie Karsak
- ▶ *Highland Blood* — Melanie Karsak

HORROR

- ▶ *The Witch of Bracken's Hollow* — Evan Winters
- ▶ *Salpsan* — Robert Essig
- ▶ *The Ensnared* — Palvi Sharma
- ▶ *The Confessions of Henry Platt* — Kelly Rathkamp
- ▶ *Spiritwood* — G.J. Wise
- ▶ *Prince of Nightmares* — John McNee
- ▶ *They Don't Check Out* — Aaron Thomas Milstead

MYSTERY

- ▶ *The Masterpiecers* — Olivia Wildenstein
- ▶ *Sons of the Pope* — Daniel O'Connor

PARANORMAL

- ▶ *Playing with Magic* — Carrie L. Wells
- ▶ *Wild Rosegarten* — Beth Bishop
- ▶ *Blooming Rosegarten* — Beth Bishop
- ▶ *Knockout Rosegarten* — Beth Bishop
- ▶ *Ramblin' Rosegarten* — Beth Bishop
- ▶ *Compass Rosegarten* — Beth Bishop
- ▶ *Venetian Moon* — Sonnet O'Dell

POST-APOCALYPSE

- ▶ *Sun Extinction* — Melanie Karsak
- ▶ *Midway* — Melanie Karsak
- ▶ *Shadow Aspect* — Melanie Karsak
- ▶ *Witch Wood* — Melanie Karsak
- ▶ *Torn World* — Melanie Karsak

RELIGIOUS/SPIRITUAL

- ▶ *The Atheist and the Parrotfish* — Richard Barager

SCIENCE FICTION

- ▶ *The Jakkattu Vector* — P.K. Tyler
- ▶ *Soulless* — Jacinta Maree
- ▶ *Soul Finder* — Jacinta Maree
- ▶ *Survivor* — Pauline Creeden

STEAMPUNK

- ▶ *Dirty Deeds and Bloody Knives* — Melanie Karsak
- ▶ *Curiouser and Curiouser* — Melanie Karsak
- ▶ *Ice and Embers* — Melanie Karsak

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