

Suzanne Earley

EDITING  SERVICES



PROFESSIONAL PROFILE

I love words and I love helping other people make their words shine. As a lifelong reader, I have always been passionate about books and words, and have found my calling in editing. I'm available to edit all types of manuscripts, regardless of length or genre. I have extensive experience communicating complicated material to readers of all levels and will bring my strong attention to detail to your work.



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Traer, IA, United States

Education

COPYEDITING CERTIFICATE
University of California - San
Diego Extension
2016-2017

BS in Computer Science
Iowa State University
1990 - 1994

Editorial Styles

Chicago Manual of Style
AP Stylebook
AMA

WORK EXPERIENCE

OWNER | OPERATOR

Suzanne Earley Editing Services | Traer, IA | 2017 - Present

As a freelance copyeditor, I am responsible for meticulously correcting issues with grammar, spelling, punctuation, style, consistency in customer manuscripts. I work to help make sure the author's message is communicated as clearly as possible. I am open to working on all types of projects, including fiction, nonfiction, blog posts, résumés, essays, articles, and more, regardless of length or genre.

SUPERINTENDENT SECRETARY

North Tama County CSD | Traer, IA | 2017 - Present

My responsibilities include interacting with parents, community members, service providers, and students; maintaining our student information system; leading our state reporting efforts; managing our school's online presence; maintaining permanent files; and taking responsibility for many other tasks as needed for the day-to-day operations of a small, rural, public school system.

SECONDARY SECRETARY

North Tama County CSD | Traer, IA | 2011 - 2017

As the secretary in the principal's office of a small, rural, public high school, my duties included a little bit of everything. In addition to daily operations, I worked on a number of specific projects such as state reporting, creation and maintenance of our school website and social media presence, and management of our 1:1 iPad program for 250 students.

Software

Microsoft Office Suite
Google Apps
Adobe Photoshop
Wordpress
HTML/CSS

Abilities

Editorial Freelancers Association

Get in Touch

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EXPERIENCE *CONTINUED*

SELF EMPLOYED | 2001- Present

Salt Creek Quilt Company

As an award-winning professional machine quilter, I quilted hundreds of quilts between 2001 and 2010. Machine quilting requires a high level of technical skill and attention to detail as well as artistic vision.

In 2005, I began self publishing machine quilting design books. I wrote two books that sold over 5,000 copies.

I also taught my techniques at several national machine quilting conferences.

Knots & Bolts

In 2008, I moved my business into a storefront and began selling fabric, yarn, patterns, and notions. This was an exciting experience, but ultimately I decided that I was not passionate about retail and chose to return to a home-based business.

MQResource

In 2007, I started a social networking website for machine quilters. I am responsible for all technical aspects of the site. I install and maintain the software that keeps the site running, and provide customer support to several thousand machine quilters that frequent the site.

The main focus of MQResource is education, and I have planned, written, filmed, and presented online classes to hundreds of machine quilting students through the site. I have been responsible for all aspects of class production and presentation, and I also provide a platform for several other teachers who present their own classes.

TECHNOLOGY MANAGER

Quad City Bank & Trust | Davenport, IA | 2012 - Present

I was in charge of the day to day operations of the phone system, computers, networks, and peripherals of a rapidly growing bank. I was involved in purchasing, setting up, and maintaining many pieces of equipment. I was responsible for supporting an increasing number of users, and by the time I left, I was also managing several employees.

ENGINEER

Entre Information Systems | Cedar Rapids, IA | 1995-1997

At Entre, I became a CNE (Certified Novell Engineer), and was responsible for installing computers, software, servers, printers, and networks for clients. I specialized in working with Entre's school clients.