

Elizabeth Langelier

Research Editor and Report Writer

Personal Profile

Experienced research editor seeks opportunities in manuscript editing and report writing. My attention to clarity and detail will meet your expectations. Manuscripts and reports become informative, engaging articles under my skill. Experienced with applying APA, AMA and Chicago styles. I follow submission requirements; check facts and verify references; format pages, tables and figures; and reduce word/line count. I ensure compliance with reporting guidelines. I study comparable papers to make suggestions on approaches to flow and links to the literature.

Education

Macomb Community College, Warren, MI

- Information Technology Applications Professional Certificate, 2017

Wayne State University, Detroit, MI

- Master of Arts, English, 2012
- Master of Education, Bilingual-Bicultural Education, 2008

Contact



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the-efa.org/membership-directory/

Skills

- Excellent writing skills.
- Excellent skills in oral presentation and interpersonal communication.
- Polite, respectful demeanor. Supportive of the goals and objectives of the client and other stakeholders of the project.
- Self-motivated, inquisitive researcher. Proficient in web and database searches.
- Interested in a variety of subject areas, including healthcare, medicine, education, law, history, business, technology, and public service.
- Proficient in MS Word, Excel, PowerPoint.
- Training in IT applications (SharePoint, SQL)
- Training in front-end web design (HTML/CSS)

Work Experience

- ESL Teacher: teaches the English language, life skills and U.S. culture and history to expatriate employees and their family members, Global LT, 2017 to present.
- Freelance Editor: prepares research articles, proposals, grant applications, dissertations, theses, monographs, self-published books, curricula vitae, 2011 to present.
- Manuscript Technician (contingent): preparation of research articles for submission to scholarly journals, Wayne State University, Detroit, MI, 2007 to present.
- Writing Tutor: provided support to college students writing across the curriculum, Macomb Community College, Warren, MI, 1998 to 2007 (intermittent).