

ROBYN THOMAS

info@rltcopyediting.com
www.linkedin.com/in/robyn-thomas-79122b131

PROJECTS

- Proofreader of accreditation report for a member school of the Independent Schools Association of Central States
- Copy editor of Perspective magazine, the alumni magazine for a leading independent, K–12 college prep school
- Copy editor of a 40,000 word memoir
- Sensitivity reader for middle-grade novel
- Editor and sponsor of school newspaper, revamping it into a magazine format; obtained state certification in teaching journalism to bring credibility to the publication

SUMMARY

Discerning, flexible, and thorough copy editor with a keen sense of what is needed to improve a piece of writing. My technical expertise, eye for creative solutions, and experience managing both writers and projects make me an ideal person to help any editorial team thrive.

SKILLS AND INTERESTS

- Chicago Manual of Style
- Associated Press Stylebook
- Proficient in Microsoft Word; experience editing with Track Changes Feature
- Beta Reader for soon-to-be-published manuscript (Houghton Mifflin Harcourt, fall 2018)
- Ran a small Etsy shop – *That Silly Girl*

WORK EXPERIENCE

SECONDARY LEVEL ENGLISH TEACHER

Created and implemented pre-AP 10th, 9th, and 8th grade English curriculum; sponsored and edited school newsmagazine; tutored students in writing; proctored SAT and ACT standardized tests.

ASSISTANT SALES MANAGER, HANNA ANDERSSON

Trained new employees; made changes to floor plan and sales strategy; found creative ways to display products; drove sales and customer service.

EDUCATION EXPERIENCE

BACHELOR OF ARTS IN ENGLISH, UNIVERSITY OF TULSA

Four year varsity scholarship rower; Resident Assistant; student tutor for at-risk youth; named Tutor of the Year.



CERTIFICATE IN COPYEDITING, UC SAN DIEGO EXTENSION

Completed certificate in 2017 with a 3.75 GPA; took foundational course in English grammar; proficient in using Microsoft Word Track Changes as well as copyediting by hand.