

**Elizabeth D. Koozmin**  
**7924 Longmeadow Drive**  
**Frederick, MD 20171**  
**(571) 345-8916**  
**ekoozmin@gmail.com**

### **Summary**

Award-winning technical editor with expertise in geology, cartography, and geography. Knowledgeable about all phases of publications management with a specialty in maps and scientific illustrations. Detail oriented, well organized, and committed to making information accessible as quickly as possible while also providing an accurate, readable, well-designed product.

### **Achievements**

#### **Editing and Managing Production of Scientific Publications**

- Performed comprehensive editing of over 100 products, including complex geologic maps, large-format and multisheeted maps and charts, multichaptered book reports with scientific illustrations, online publications, high-visibility products, and products requiring expedited release.
- Copyedited dozens of management documents and memoranda for agency headquarters' senior staff, mostly on short notice.
- Examined and approved details of geologic maps for scientific integrity, map-unit portrayal and symbol usage, format, and adherence to standards. Advised scientists on methods of portraying and communicating scientific information.
- Excelled at working with authors for whom English was not their native language on Congressionally mandated reports about carbon sequestration in ecosystems, which received attention at the highest levels of government.
- Established standard operating procedure for electronic editing that caused minimal disruption to authors.
- Instrumental in creating award-winning publications. Recognized by the National Association of Government Communicators, Association of Earth Science Editors, and others.
- Provided guidance on a wide variety of publishing policies. Frequently consulted during the early stages of product planning to identify efficiencies and cost-cutting procedures.
- Coordinated all aspects of review and production with science managers, senior scientists, cartographers, graphic artists, media specialists, and printing specialists.
- Developed labor estimates for information products. Managed a challenging transition to a fee-for-service model.
- Performed work in a fast-paced environment, frequently on short deadlines, with appropriate balance of efficiency, quality, and timeliness.

#### **Researching, Reviewing, and Managing Data About Stratigraphic Nomenclature**

- Performed specialized technical edit of scientific manuscripts for adherence to the North American Code of Stratigraphic Nomenclature.
- Advised Federal, State, and academic scientists at all levels on name usage and other matters involving the history, description, and portrayal of stratigraphic information.
- Performed extensive research on geologic unit names by tracking bibliographic information, authorship, and usage.
- Wrote hundreds of synopses of name usages for inclusion in databases used by scientists nationwide.

## **Cartographic Research and Production**

- Researched Federal, State, county, and municipal boundaries for inclusion on topographic maps by regularly contacting appropriate agencies and maintaining internal records on boundaries.
- Ensured accuracy and legibility of map labels and text. Prepared negatives and checked proofs of maps before printing.

## **Managing People and Products**

- Assigned work, established job completion targets. Helped manage transition to fee-for-service model and a shared work environment over multiple geographic locations.
- Coordinated editing and production teams, frequently on products with tight deadlines.
- Trained new employees and mentored junior staff.
- Wrote annual performance plans, performed interim and annual reviews, monitored and assessed employee performance, counseled employees on performance and career issues.
- Managed database development and coordinated standards with regional offices.

## **Professional Experience**

### **Catoclin Editorial Services**

Owner, editor, writer 6/1/2018 to present

### **Contract editing**

11/1/2016 until 5/31/2018

### **U.S. Geological Survey, Reston, Va.**

Geologist (peer review quality control)	12/1/2014 to 1/8/2018 (rehired annuitant)
Geologic Map Editor/Technical Editor	10/15/1995 to 9/2/2014
Supervisory Geologist (job abolished)	1/2/1990 to 10/14/1995
Geologic Map Editor/Technical Editor	3/15/1983 to 1/1/1990
Cartographer	5/22/1978 to 3/14/1983

## **Skills**

Microsoft Word, Excel, and PowerPoint  
Adobe Acrobat Pro  
Adobe InDesign and Illustrator (basic skills only)

## **Education**

1990	M.S. Geographic and Cartographic Science	George Mason University
1981	B.S. Geology with Minor in Writing, cum laude	Northeastern University

## **Professional Associations**

Member, Association of Earth Science Editors  
Member, Editorial Freelancers Association