

**Ronda Lee Levine**  
**Editorial Consultant**

<http://writingresearchediting.com>  
RondaLevine@writingresearchediting.com

**SUMMARY:**

I am an award-winning editorial consultant who has worked on over 1,000 writing, research, and editing projects in the past three years. I have worked with large software companies such as CS Odessa and I have worked with individuals on editing dissertations. I have worked on co-authoring two books and I have developed my project management skills through supervising and developing writers as a Senior Editor.

**QUALIFICATIONS:**

***Editorial Consultant, 2008-Present***

Proofreading and Editing: I am quite experienced proofreading, editing, and formatting manuscripts. I have worked individually with writers to develop their strengths and minimize the weaknesses in their work. I have the ability to edit articles, fiction (both adult and juvenile), academic work (theses, textbooks, dissertations), and other written materials.

- Senior Editor for *Equanimity Magazine* (May 2010 to present), Previously served as an assistant editor for *Equanimity Magazine* (2009-2010) Duties include:
  - Working with executive editor to make decisions concerning content for the magazine and upcoming *Equanimity* television show
  - Proofing magazine before it goes to press
  - Contacting prospective cover models and interview subjects
  - Editing article content
  - Consulting on website decisions
  - Consulting on design choices
  - Promoting the magazine through formulating connections in the community and using social media
  - Developing writers' styles
  - Procuring talent for the magazine
- Contributing Editor for Bright Hub in the Business and Computing, Education, and Household channels (2009-present). Duties include:
  - Working with managing editors to create quality content standards
  - Working with writers to improve style, grammar, and content
  - Editing, approving and publishing content that meets standards guidelines
  - Promoting content and growing the popularity of written work
  - Using SEO to optimize content so it can be found by readers
- Editor for Words and Numbers *THINK Philosophy* textbook (August 2009-September 2009)
  - Copyediting and Proofreading
  - Fact-Checking
  - Formatting for publication
  - Some content editing of text to ensure ease of readability and flow of text

- Dissertation Editing Feb 2009-Present
  - Editing dissertations in philosophy, education, psychology, and business topics
  - Ensuring dissertations met Chicago Manual of Style or APA requirements
  - Partnering with students and advisors to ensure quality was established and academic integrity was maintained
- Providing developmental editing of children's books and adult fiction
  - Commenting on style and structure of works of fiction
  - Ensuring consistency in story
  - Determining marketability and suggesting publishing houses
  - Copyediting and proofreading
  - Editing style to engage readers
- Copyediting nonfiction works for both traditional and web publication
  - Ensuring proper citation
  - Checking facts
  - Editing for voice and consistency
  - Proofread websites and blogs for grammar and spelling

#### Writing:

- Writer for Equanimity Magazine
  - article features include popular culture, education, activism, personal development, art and business
  - Interviewed Michelle May, Mark Victor Hanson, Dr. Raj
- Writer for Urban Mainstream Magazine – article features include fashion, current events, healthcare, personal development, crime, and economy
- Writer for Metrowize – articles included restaurant review and visitor's guide
- Writer for Bright Hub – More than 600 articles include project management, home business, entrepreneurship, accounting, graphic design, computing, education, and video gaming
- Writer for Muddy Grail – articles mimic Onion style, false news stories set in the future
- Review writer for “webisodes” (internet television series) at Black Hole Online - responsibilities also included interviewing actors and creators of programming.
- Co-authoring a work of fiction involving high levels of collaboration to finish
- Co-authoring a book on personality engineering
- Ghostwrote chapters for textbooks on Race (Sociology textbook) and Hip Hop (Rock Music textbook)

Internet Content and Business Writing: Providing articles and blog entries for internet markets, includes SEO content and advertising copy

- Building websites with focus on SEO keywords
- Writing website content focused on sales
- Creating press releases for *Equanimity Magazine* and *Ubidesk* software company
- Ghostwriting finance blog articles, blog articles for a strategic consulting website, articles covering project management topics and insurance articles
- Constructing PowerPoint presentations
- Writing healthcare training materials for a healthcare consultant
- Wrote sports coaching training manual
- Creating promotional brochures

- Creating an informational brief on the topic of poverty in Marin County for Marin Community Foundation
- Working on an instructional manual for a software company's product
- Writing sales letters and direct marketing letters

Researching Skills and Academic Writing:

- Experienced writing academic book reviews (see C.V.)
- Presented at professional conferences (see C.V.)
- Writing 16+ encyclopedia articles
- Assisted in organizing research materials and summarizing complex arguments
- Experienced interviewing subjects
- Experienced crafting letters to high-profile individuals and authors
- Proficient in compiling library and internet research
- Proficient using EndNote and Zotero
- Familiar with Chicago Manual of Style, APA, and MLA style formats
- Wrote a grant to procure funds for Oakland Digital Arts and Literacy Center

General Consulting:

- Served to make decisions concerning artists and art direction for a book
- Mentored writers who wanted to improve their business skills
- Serving as a go-to person for learning the ins and outs of social networking
- Served as a consultant for in-depth research of a political/contemporary topic for a professor of sociology

COMPUTER SKILLS:

Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Project, Microsoft Outlook, Paint.Net, Zotero, EndNote, Twitter, FaceBook, LinkedIn (and other social networking media), WordPress, Blogger, Yola, Website Creation, Widgets, Microsoft Works, Google, Skype, Unyte, Adobe Acrobat, PALM, GotoMeeting, OpenOffice

EDUCATION:

- Michigan State University, Coursework toward Ph.D. in philosophy, 2006-December 2007
- MA Philosophy, Northern Illinois University, 2006
- BA Philosophy, California State University, Chico, 2002
- ROP Certificate in Graphic Arts/Printing , Contra Costa County Office of Education, 1994

REFERENCES:

Available upon request