

Ronda Lee Levine
Writing, Research, and Editorial Consulting
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SUMMARY:

Editorial consultant specializing in fiction, business & finance, juvenile, philosophy, academic, pop culture, and current events

QUALIFICATIONS:

Editorial Consultant, 2008-Current

Proofreading and Editing: Experienced proofreading, editing, and formatting manuscripts. Possesses the ability to edit articles, fiction (both adult and juvenile), academic work (theses, textbooks, dissertations), and other written materials.

- Award-winning Senior Editor for *Equanimity Magazine* (May 2010 to present), Previously assistant editor for *Equanimity Magazine* (2009-2010)
- Editor for Words and Numbers *THINK Philosophy* textbook (August 2009-September 2009)
- Content Editor for *Bright Hub* (January 2010 to present)
- Edited dissertations in philosophy, psychology, and education – provided academic coaching
- Provided developmental editing of children’s books – served as a coach for helping authors to find appropriate markets for their books
- Commented on style and structure of works of fiction
- Copy editing of articles for publication
- Proofread websites and blogs for grammar and spelling

Magazine Content Writing:

- Writer for *Equanimity Magazine* - article features include popular culture, education, personal development, art and business
- 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* – articles include project management, home business, entrepreneurship, accounting, 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.

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

- Built websites with focus on SEO keywords
- Wrote website content focused on promoting services
- Experienced creating press releases
- Ghostwrote finance blog articles
- Constructed PowerPoint presentations
- Wrote healthcare training materials
- Wrote sports coaching training manual
- Created promotional brochures and informational briefs
- Wrote sales letters and direct marketing letters

Researching Skills and Academic Writing:

- Experienced writing academic book reviews (see C.V.)
- Wrote 12+ encyclopedia articles
- Assisted in organizing research materials and summarizing complex arguments
- Ghostwrote chapters for textbooks
- Served as a consultant for in-depth research of a political/contemporary topic
- 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
- Grant writing experience

COMPUTER SKILLS:

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

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,P1994

REFERENCES:

Available upon request