

## **MEGAN/M. MILKS**

Brooklyn, NY 11205  
megan.milks@gmail.com  
(703) 434-0383  
<http://www.meganmilks.com>

### **SUMMARY OF QUALIFICATIONS**

- Comprehensive editing, copyediting, and production experience in print and digital publishing
- Proven competency in multiple writing formats, including blog posts, news articles, magazine features, and academic publications
- Interdisciplinary academic background and deep intellectual curiosity

### **RELEVANT EXPERIENCE**

#### **Freelance Academic Editor**

Various, 2010-present.

- Provide content editing and proofreading for journal articles, book chapters, dissertations, conference proposals, abstracts, etc.
- Edited two dissertations, in Second Language Acquisition and Religious Studies, and two book-length manuscripts: one biography and one romance novel.

#### **Editor and Designer**

Lake Forest College/Northwestern University Press, 2014-5.

- Selected and solicited material for inclusion in anthology of innovative writing across genres
- Communicated with more than 80 authors and publishers throughout the publication process
- Designed the interior of the book, created proofs, and prepared the book for production

#### **Editor**

University of Illinois at Chicago, 2010-2014.

- Edited sixteen academic essays for book publication, including rewriting content and copyediting in accordance with Chicago Manual of Style

#### **Freelance Web Editor**

Poetry Foundation, 2012.

- Edited essays and features for online publication.
- Combined copyedited and fact-checked changes to essays and features.

#### **Editor**

PopMatters.com, 2008-9.

- Assigned and edited three to six reviews and features per week
- Packaged stories for online publication using content management system

#### **Editorial Assistant**

*Science Magazine*, 2004-5.

- Maintained two online knowledge environments.
- Provided proofreading, editing, writing, and administrative support for two editors.

#### **Copyeditor and Page Designer**

*The Daily Progress*, 2003-4.

- Copyedited news stories and wrote headlines, subheadlines, and photo captions.
- Designed pages for news section, including front page, while operating under tight deadlines.
- Proofed pages and prepared section for final production.