

SUMMARY

Experienced editor and ESL tutor with over twenty years in publishing and education, specializing in academic and creative content. Skilled in proofreading, copyediting, line editing, formatting, and book layout using Word, Acrobat, and InDesign, with deep knowledge of MLA, APA, and Chicago styles. Founder of Belmont Editing & Tutoring Services, serving diverse clients with precision and clarity.

EDITING QUALIFICATIONS

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|----------------|--------------------------|------------------|----------------------------|
| • Proofreading | • Personal Statements | • Microsoft Word | • MLA Handbook |
| • Copyediting | • Essays & Dissertations | • Google Docs | • Chicago Manual of Style |
| • Line Editing | • Fiction & Nonfiction | • Adobe Acrobat | • Publication Manual (APA) |

EDITING EXPERIENCE

Editor at Belmont Editing & Tutoring Services, North Bend, WA, 2017–present

Provide proofreading, copyediting, and line editing to college students of all levels, business professionals, and independent fiction and nonfiction authors.

Published Works

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| • <i>The Glass Vampire</i> , David A. Page, 2016 | • <i>Wishmaker</i> , Hilary H. White, 2024 |
| • <i>Lost Words Found</i> , David A. Page, 2024 | • <i>Exceptionally Eleanor</i> , F. Jane Schuring, 2024 |
| • <i>Rogue for Peace</i> , Ben Johns, 2024 | • <i>The Everyday Pain Guide</i> , Vol. 2, Ya-Ling Liou, D. C., 2025 |

FORMATTING QUALIFICATIONS

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|--------------------------------|-------------------|
| • Book Layout & Design | • Adobe InDesign |
| • Print on Demand (Amazon KDP) | • Adobe Photoshop |
| • Formatting & Typesetting | • Adobe Acrobat |

Extensive experience in conventional and digital prepress for a variety of printing and publishing companies. Have extensive knowledge of print-on-demand standards and practices and working with print-on-demand vendors.

FORMATTING EXPERIENCE

Book layout and design at Belmont Editing & Tutoring Services, North Bend, WA, 2017–present

- Digital photo-imaging at Rainier Color, Inc., Seattle, WA, 1996–99
- Digital prepress at Haywood Graphics, Houston, TX, 1994–96
- Conventional prepress at International Printing & Publishing, Houston, TX, 1992–94

OTHER WORK

ESL Tutor at Belmont Editing & Tutoring Services, North Bend, WA, 2004–present

Provide ESL tutoring for non-native speakers of English who are high school students, college students (all levels), business professionals, and recent immigrants to the United States.

EDUCATION

- Editing Certificate, University of Washington Professional and Continuing Education, 2017
- BA Russian Language and Literature/Linguistics, University of Washington, 2004
- Russian Language Certificate, Defense Language Institute, United States Air Force, 1990

PROFESSIONAL MEMBERSHIPS

- Northwest Independent Editors Guild
- Editorial Freelancers Association