

Anne Winthrop Esposito

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E-mail: Anne@expert-edit.com

PROFESSIONAL EXPERIENCE

Freelance editor (1996–present)

Own successful home business. Copyedit and proofread for large and small book publishers. Current clients include Rodale Press (Emmaus, PA), Storey Publishing (North Adams, MA), Bantam Dell (New York, NY), and the scientific journal *Linguistic Inquiry*, of MIT Press (Cambridge, MA). Past clients include *Reader's Digest* (Pleasantville, NY); and Patricia Morris Associates (Clark, NJ), a publisher of newsletters for school districts. Among the tasks I perform:

- Correct faulty spelling, grammar, usage, and punctuation
- Ensure consistency in spelling, hyphenation, numerals, fonts, and capitalization; employ house style where applicable
- Rewrite text and headings to achieve parallel structure
- Keep track of plot, setting, and character traits in fiction; query discrepancies
- Flag ambiguous or factually incorrect statements
- Type-mark manuscripts (on paper or in Word file)
- Eliminate wordiness and inappropriate jargon
- Rewrite to smooth transitions

Among many others, I have edited books that relate to teaching: *Einstein Never Used Flash Cards*; *7 Keys to Comprehension*; *Homeschoolers College Admission Handbook*; *Rescuing the Emotional Lives of Overweight Children*; *Through the Glass Wall: Journeys into the Closed-Off Worlds of the Autistic*; *Your First Year of Homeschooling*; and *Differentiated Instruction: A Guide for Foreign Language Teachers*.

Managing Editor, *American Baby* magazine (1992–1995; Senior Ed., 1989–1992; Assoc. Ed., 1988–1989)

Editorial duties: Assigning, editing, and scheduling articles; writing monthly medical news column; keeping abreast of relevant health and social issues; writing headlines, decks, and captions; generating ideas for articles; working with the art department to determine appropriate design treatments; composing monthly page layout of magazine.

Managerial duties: Supervising and training in-house and freelance editors; ensuring that staff met tight production deadlines; conducting regular staff meetings.

Associate editor, *Silhouette Books* (1986–1988)

Acquired and edited several books per month; evaluated queries and proposals for reader appeal; negotiated author contracts; wrote jacket copy; spoke at writers' conferences.

Copy coordinator, *Ballantine Books* (1983–1986)

Hired, trained, and supervised freelance and in-house copyediting and proofreading staff; marked manuscripts for production; trafficked manuscripts and galleys.

Copyeditor, *Vantage Press* (1982–1983)

Copyedited and proofread manuscripts and galleys; wrote cover copy; ensured authors' contract terms were met.

E D U C A T I O N

B.A. cum laude, psychology, 1982, St. John's University, Queens, New York
Substitute Teaching Seminar (15 hours), Kean University

R E L A T E D C O U R S E S

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| <ul style="list-style-type: none">• Education and Research Training (8 credits)• Experimental Psychology of Learning and Motivation | <ul style="list-style-type: none">• Statistical Methods of the Social Sciences• Adolescent Psychology• Introduction to Psychological Measurement |
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R E L A T E D E X P E R I E N C E

Girl Scout leader (2001–present), Troop 550, Hillside Avenue School, Cranford
Planned and executed age-appropriate projects.

Teacher of religious education (2002–2003), St. Michael Church, Cranford
Taught second-grade CCD, including preparation for the sacraments of Reconciliation and First Holy Communion. Created lesson plans. (Was previously a CCD classroom aide.)

Parent representative, Cranford school district Gifted and Talented Advisory Committee (2004–present)
Attended regular meetings with Gifted and Talented program teachers, the board of education supervisor, and the assistant superintendent of schools.

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