

Andrea L. Wright
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Bio Statement:

Andrea Wright is a professional editor, copyeditor and proofreader residing in Lancaster, Pennsylvania. Her professional experience (15 years+) includes advertising materials, annual reports, articles, brochures, case studies, direct mail, display boards, editorials, educational materials/publications, fiction, financial statements, grant proposals, magazines, menus, non-fiction, organizational bylaws, policy documentation, research reports, RFPs, scripts, short stories, strategic plans, technical manuals, and websites. Her clients and work experience include work in the many industries, including: materials manufacturing, print media advertising, public relations, direct mail advertising/distribution, K-12 and higher education, office and business administration, point of purchase advertising, academic research and publishing, entertainment, insurance, banking and finance, data warehousing, website development, staffing and human resources, and business development, among others.

Work Experience:

Owner/Principal, WrightEdit.com, Lancaster, Pennsylvania (2010-Present)

- Professional consulting services (Editing, Copyediting, & Proofreading)
<http://www.wrightedit.com>

Proofreader, Armstrong World Industries, Lancaster, Pennsylvania (Freelance 2004 – Present)

- Copyedit and proofread English version of the Flooring Installation Manual (biennial). See online manual at <http://www.armstrong.com/flooring/guaranteed-installation-systems.html>
- Proofread to translated copy Spanish and French versions of the Flooring Installation Manual (biennial).
- Copyedit and proofread commercial brochures for product installation, paint and supplies, flooring materials, etc.
- Proofread and copyedit point-of-purchase sales materials and display boards for building materials store displays.

Proofreader, Clipper Magazine, Lancaster, Pennsylvania (May 2005 – June 2010)

- Proofread and copyedit direct mail advertisements included in monthly publications in over 500 US markets.
- Edit and proofread articles (editorials and “advertorials”) to be included as features in Clipper Magazine.
- Copyedit and proofread full restaurant menus mailed within Clipper Magazine.
- Copyedit and proofread retail and service postcards and inserts mailed within Magazine.
- Work with eight teams to verify client and sales rep copy instructions have been followed and suggest changes, corrections and improvements.
- Proofread printer sets (full magazine pages) once prepared for print production.
- Create and edit internal materials for special projects and management presentations.
- See magazine at <http://couponclipper.com/flipper>. Use zip code 17602 for samples of most products.

Proofreader, The Association of Technology, Management and Applied Engineering, Ann Arbor, Michigan (Freelance 2009)

- Proofread and copyedit web site relaunch, including all public pages, conference registration information, strategic plan reporting, bylaws and member directory.

Proofreader, Elizabethtown College, Elizabeth, Pennsylvania (Freelance 2005 – 2009)

- Copyedit and proofread annual report and annual president’s report, including financial statements.
- Copyedit and proofread quarterly magazine, including articles and donation reports, for distribution to all students, faculty, alumni and donors.

Proofreader/Production Assistant, Kelly Michener Inc., Lancaster, Pennsylvania (July 2002 – January 2005)

- Proofread all client advertising, marketing, collateral and business-to-business projects in the Creative Department, in addition to all agency and client media analyses, research projects, and Web sites.
- Edited and proofread internal and external company business materials for all departments, including Account Services, Public Relations, and New Business.
- Support Production Department in estimating, trafficking, and work flow assessment.
- Assisted senior staff in project development ranging from client presentations and employee morale programs to account projections.

Proofreader, Scheffey Advertising, Lancaster, Pennsylvania (Freelance 2004-2005)

- Copyedit and proofread camera-ready collateral project: large-format 2005 calendar complete with case study stories and marketing information.
- Copyedit and proofread annual reports, advertising and direct mail materials.

Proofreader, Fly Magazine, Lancaster, Pennsylvania (Freelance 2004)

- Worked against very tight deadlines to proofread printer-ready layout of complete issues of events and happenings magazine for three distribution markets: Lancaster, York, and Harrisburg, Pennsylvania.

Employment Consultant, Tri-Starr Services of Pennsylvania, Lancaster, Pennsylvania (August 1999 – December 2000)

- Conducted applicant interviews for job placement based on client needs, and provided orientation and computer training to new employees.
- Assisted in the recreation (writing and editing) of employee manual for employees at three branch offices.

Graduate Teaching Assistant, History Department, Iowa State University, Ames, Iowa
(Fall Semester 1998, ½-time appointment)

- Led four discussion sections, evaluated student assignments and exams, and advised students for HIST 304, Cultural Heritage of the Ancient World.

Graduate Research Assistant, Research Institute for Studies in Education, College of Education, Iowa State University, Ames, Iowa (January 1996 – July 1998, ½-time appointment)

- Co-authored and contributed (write, edit, proof, compile data) to various evaluation reports.
- Facilitated and recorded focus groups and small group interviews for several research projects.
- Completed the following projects:
 - **Author**, ISU Retirees Committee Focus Group Summary (1998).
 - **Co-Author**, Sac County Report for School Improvement (1998).
 - **Contributor**, Clarion-Goldfield Evaluative Report (1997).
 - **Contributor**, Fort Dodge Evaluative Report (1997).
 - **Co-Author**, Statewide Pilot Study and Development of a Model for Evaluating Applied Academics Across Iowa (1996).

Graduate Teaching Assistant, Department of Foreign Languages and Literatures, Iowa State University, Ames, Iowa (Fall Semester 1996, ½-time appointment)

- Administered and evaluated student assignments and exams, and advised students for CLST 271, The World of Heroes in Greece and Rome.

Project and Compliance Coordinator, Individual Underwriting Department, Phoenix Home life Insurance Company, Enfield, Connecticut (March 1995 – December 1995)

- Monitored department's compliance with current laws and regulations.
- Assisted management team in planning and executing project, and supervised department facilities.

New Business Representative, Individual Underwriting Department, Phoenix Home life Insurance Company, Enfield, Connecticut (June 1993 – March 1995)

- Provided administrative and technical support for underwriters and agency staff.
- Reviewed and readied insurance policies for issue, and completed premium payment for insurance policies.

Recent Academic Project Experience

- **Served as Copyeditor/Proofreader** (2005-Present)
 - [8] Sensenig, B. S. (In-progress). *Optimizing image characteristics for mobile sensory perception*. Undergraduate Honors Thesis, Department of Industry & Technology, Millersville University of Pennsylvania.
 - [7] Chandlee, D. E. (2011). *Wood joinery and drawer construction*. Undergraduate Unit of Instruction [Technology Education Student Teaching Experience at Central York High School], Department of Industry & Technology, Millersville University of Pennsylvania.
 - [6] Yersak, C. E. (2011). *Architectural styles and the role in the design process*. Undergraduate Unit of Instruction [Technology Education Student Teaching Experience at Central York High School], Department of Industry & Technology, Millersville University of Pennsylvania.
 - [5] Betz, G. A. (2011). *Schematics, wiring diagrams, pictorials, and pulse width modulation*. Undergraduate Unit of Instruction [Technology Education Student Teaching Experience at Pequae Valley High School], Department of Industry & Technology, Millersville University of Pennsylvania.

- [4] Freeman, M. K. (2009). *A unit of instruction in robotics*. Research and Development Project [M.Ed., Technology Education], Department of Industry & Technology, Millersville University of Pennsylvania.
- [3] Vazquez, M. R. (2006). *Proportional-integral-derivative control*. Research and Development Project [M.Ed., Technology Education], Department of Industry & Technology, Millersville University of Pennsylvania.
- [2] Haughery, J. R. (2006). *Integration and optimization of a vision enhanced automated robotic work cell*. Undergraduate Honors Thesis, Department of Industry & Technology, Millersville University of Pennsylvania.
- [1] Kuperavage, J. M. (2005). *An experimental testing of infrared sensor arrays to determine the most efficient number of sensors needed to detect an object, based on marginal product*. Undergraduate Honors Thesis, Department of Industry & Technology, Millersville University of Pennsylvania.

Education:

M.A., Ancient History, Iowa State University, Ames, Iowa (May 1999)

- Thesis Topic: The Evolution of Athenian Homicide Law from Greek Religious Laws and Practices.

B.A., Western Classical Studies, Central Connecticut State University, New Britain, Connecticut (May 1994)

Familiar Software:

Microsoft Office

Macintosh and PC OS

Adobe Acrobat (Full Version)

QuickBooks

General Database Proficiency

InDesign (Proficient)

Mapping Software

Merlin