

Nicole Dean

Professional Experience

Dec. 2009—present Dean Writing and Editing Sedona, AZ

Freelance Writer and Editor

- Editing and ghostwriting of books for private clients
- Writing, editing, and evaluation of website content
- Evaluation and developmental editing of fiction and non-fiction manuscripts
- Writing and editing of articles for books and magazines

July 2006—Dec. 2009 BEST Life Media Sedona, AZ

Senior Editor

- Developed new titles for publication
- Revised and edited existing titles for rerelease
- Supervised freelance writers, designers, editors, proofreaders, and indexers
- Wrote marketing materials, including jacket copy, website copy, direct marketing copy, podcast scripts, print advertisement copy, and blog entries
- Represented the company at BookExpo and other trade shows

Aug. 1995—July 2006 California State University, Fullerton Fullerton, CA

Lecturer

- Taught and designed curriculum for a variety of college-level English courses, including College Composition, Developmental Writing (including ELL sections), Business Writing, and Children's Literature
- Supervised the university's writing center: hired tutors, evaluated performance, set schedules, etc.
- Served as master teacher for the Summer Bridge English component
- Designed online curriculum for both traditional and computer classroom environments
- Participated in holistic grading programs

Feb. 1997—July 2006 Citrus College Glendora, CA

Adjunct Faculty

- Taught Freshman Composition and Children's Literature classes
- Participated in holistic grading programs

Education

June 1996 California State University, Fullerton Fullerton, CA

Master of Arts/ English

- Emphasis in medieval British literature
- Honors designation on comprehensive Masters examination

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June 1992 California State University, Fullerton Fullerton, CA

Bachelor of Arts/ English

- Completion of the University Honors program

June 1991 California State University, Fullerton Fullerton, CA

Bachelor of Fine Arts/ Studio Art

- Emphasis in drawing and painting

Key Skills and Achievements

- Deep knowledge of English grammar, sentence structure, and usage
- Familiarity with both Chicago and AP style manuals
- Ability to write clear, concise copy
- Full knowledge of Microsoft Suite, including Word and Excel
- Highly computer literate, including knowledge of specialty programs like InDesign, FileMaker, Blackboard, and PhotoShop
- Outstanding business communication skills
- Experience with Internet marketing, including SEO
- Experienced public speaker and instructor
- Excellent research skills in both academic and popular domains
- Published in a variety of media, including books, Internet, and periodicals
- Has written and edited books that have won industry awards, including Nautilus Awards, Arizona Independent Book Publisher Awards, and Living Now Book Awards

References

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