

April Michelle Davis

Professional Journalism Experience

May 2001 – Present

Freelance Editor, Indexer, Writer

Edit and critique short stories and novels, fiction and nonfiction. Some current and former clients are Oxford University Press (various books and encyclopedias), American Society for Training and Development (managerial and training books, certification textbooks, pamphlets, and training notebooks), Catholic University of America, School of Engineering (various material for magazine, website, and promotional), Carpenter Magazine (magazines and newsletters), Perseus Books Group (nonfiction books), Beaver's Pond Press (fiction and nonfiction books, adult and children books), PJC, LLC (political science/law newsletter, also layout this monthly newsletter), Scribe (religious books), and individual authors (self-help books, memoir books, political science, religion, young adult, dissertations)

Contact publishers and send off query letters to publishers for other authors

Prepare the pieces to be sent off for publication

Write articles on various topics as researched or assigned. Some current and former clients are Commercial Property News (news articles on commercial real estate transactions), Virginia Construction (news articles on construction within Virginia), and Phaeze (magazine articles on relationships)

Index books based on author, designer, and publisher expectations. Some current and former clients are American Society for Training and Development (managerial and training books and certification textbooks)

September 2004 – September 2007

National Society of Professional Engineers, Alexandria, VA – Assistant Editor

1420 King Street, Alexandria, VA 22314; 703.684.2800

Edit articles for monthly magazine

Copyedit, proofread, and layout monthly magazine, *PE* magazine, formerly *Engineering Times*, according to *The Chicago Manual of Style*, 15th edition, *The New York Times Manual of Style and Usage*, and house style guide

Edit and update house style guide

Edit documents/letters/publications/brochures/newsletters from other departments

Write articles for the monthly magazine and monthly electronic newsletter

Create headlines, bylines, and teasers

Index articles from magazine

Compile, edit, and input articles into MagnetMail for monthly electronic newsletter, *Update*; upload email list and send to subscribers

September 2002 – September 2004

American Prosecutors Research Institute, Alexandria, VA – Program Assistant

99 Canal Center Plaza, Suite 510, Alexandria, VA 22314; 703.519.1685

Assisted attorneys and program managers in researching and editing of manuscripts, publications, and presentations

Created notebooks for trainings: gathering text, performing research, and obtaining text from faculty

Compiled notebooks for trainings and sent to the publisher; proofed dummy notebooks for final approval

Professional Teaching Experience

September 2005 – Present

Northern Virginia Community College – SAT Prep Critical Reading and Writing Teacher

Teach high school students techniques and skills for taking the SAT, including grammar, such as parallelism, misplaced modifiers, participial and prepositional phrases; essay writing skills, such as using time wisely, outlining, and writing a thesis, topic sentences, and conclusions; critical reading techniques, such as summarizing paragraphs; and testing techniques

March 2006 – June 2008

Overseas Korean Community Center – SAT Prep Critical Reading and Writing and English Teacher

Teach high school students techniques and skills for taking the SAT, including grammar, such as parallelism, misplaced modifiers, participial and prepositional phrases; essay writing skills, such as using time wisely, outlining, and writing a thesis, topic sentences, and conclusions; critical reading techniques, such as summarizing paragraphs; and testing techniques
Teach middle school students vocabulary and critical reading techniques

October 2004 – December 2007

Fairfax County Public Schools – SAT Prep Critical Reading and Writing Teacher

Teach high school students techniques and skills for taking the SAT, including grammar, such as parallelism, misplaced modifiers, participial and prepositional phrases; essay writing skills, such as using time wisely, outlining, and writing a thesis, topic sentences, and conclusions; critical reading techniques, such as summarizing paragraphs; and testing techniques

March 2002 – April 2008

Fairfax County Public Schools – Substitute Teacher

Visit various schools to assist when called personally or via automated messaging system
Work with children from kindergarten to high school
Assist regular children as well as with children with learning disabilities
Work in classrooms, offices, counselor offices, cafeterias, and detention halls

Other Skills and Qualifications

Editing

Master Certification in Professional Editing, EEI Communications (2004)
Certification in Editing, University of Virginia (2003)
Edited the Calvary Hill Baptist Church newsletter (1999–2000)

Writing

Honorable Mention, Writer's Digest Your Opening Line contest (December 2006)
Honorable Mention, Writer's Digest Your Opening Line contest (September 2006)
Published in *Poetry Press* and *The National Library of Poetry*
University of Iowa Writers' Workshop (2000)
Sewanee Writers' Conference (1998)
Duke University Writers' Workshop (1997)
Wrote articles for Calvary Hill Baptist Church newsletter (1997)

Indexing

Basic Indexing, Graduate School, USDA, (2006–2007)

Other

Proficient in *The Chicago Manual of Style* 14th and 15th editions; familiar with *AP Style Manual* and *APA Style Manual*
Computer literate: proficient in MS Office, MagnetMail; familiar with NetForum, Visual TASS, LexisNexis, InDesign, PageMaker, and Quark Express
Master of Professional Studies in Publishing, The George Washington University (2006–2007)
Certification in Book Publishing, University of Virginia (2003)
Bachelor's Degree in English, Messiah College (1998–2001)

Affiliations

Editorial Freelancers Association Central Virginia Chapter Coordinator (2008 – current)
Editorial Freelancers Association (2005 – current)