

Barbie Carpenter

Writer & Editor | Carpenter Document Consulting | barbie@carpenterdoc.com

Summary of Qualifications

- Experienced writer and editor with more than a decade of experience working across a number of industries, including academia, defense, instructional design, and online publishing
- Excellent written communication skills and a superb grasp of the English language
- Motivated business owner capable of juggling multiple time-sensitive projects at once

Experience

Owner, Carpenter Document Consulting, Lexington, KY 2008—Present

- Edit academic papers, including doctoral dissertations and Master's theses; peer-reviewed journal articles; books; resumes and cover letters; proposals; website content; and marketing/communications pieces for grammar, punctuation, style, cohesion, clarity, and flow
- Write resumes/cover letters, website content, and informational articles for individuals and businesses from many academic and professional backgrounds
- Recommend and implement document-design strategies that maximize a document's readability and effectiveness
- Format documents based on school-, industry-, or publisher-specific guidelines
- Check document's style to ensure it aligns with major style guides, such as American Psychological Association, American Medical Association, or Modern Language Association style
- Collaborate with clients to assess their writing strengths and weaknesses and offer effective strategies to improve their writing
- Write a blog that features writing and editing tips for students, professors, and business professionals
- Manage social media sites, posting relevant blog posts, news stories, and writing and editing tips for followers

Web Writer and Copy Editor 2009—Present

- Research, write, and edit web-based articles for a number of clients, including The Huffington Post, MapQuest, USA Today Travel, The Bump, ModernMom, and The Houston Chronicle
- Generate article topics, conduct research, and interview experts to create high-quality, accurate, and engaging content
- Improve each article's reach by including keywords for search engine optimization
- Compose product descriptions and informational articles for notable retail websites, devising product copy that appeals to potential consumers
- Edit articles for proper grammar and punctuation and adherence to website-specific style

- Technical Editor**, Carley Corporation, Orlando, FL 2008—2010
- Edited computer-based courseware and training materials, including storyboards, analysis documents, training simulations, and instructor manuals, for defense clients
 - Verified that all company-produced documentation adhered to basic grammar, punctuation, and spelling rules as well as client-specific style guidelines
 - Provided final approval for delivery of courseware, training guides, and other project-related documentation
 - Collaborated with project managers, instructional designers, and subject matter experts to verify that instructional material was technically accurate and instructionally sound
 - Developed quality assurance checklists to ensure adherence to editorial standards
 - Updated project style guides to meet evolving standards
- Technical Writer**, Atlantis Systems America, Orlando, FL 2007—2008
- Wrote and edited technical documentation, including reference manuals, courseware, proposals, and reports, for all of the company's major projects
 - Researched and interpreted data for incorporation into technical documentation
 - Designed templates for manuals and courseware using desktop publishing software
 - Collaborated with subject matter experts and quality assurance specialists to ensure that manuals and other publications were technically accurate, complete, and consistently formatted
- Columnist**, King Features Weekly Service, Orlando, FL 2006—2008
- Wrote *It's a Woman's World*, a nationally syndicated, weekly column that was distributed to 1,200 newspapers across the country
 - Developed original column ideas and conducted research and interviews to support these topics
 - Proofread column for grammar, adherence to Associated Press (AP) style, and accuracy before publication
- Technical Editor**, FPMI Solutions, Orlando, FL 2006—2007
- Edited, wrote, and proofread educational, instructional, technical, and administrative materials for order, clarity, grammar, style, format, and accuracy
 - Collaborated with instructional designers and training analysts to enhance the clarity and readability of courseware
 - Updated internal style guide to keep the company abreast of changes in customer, company, and industry editing and style standards
- Editor**, Reed Brennan Media Associates, Orlando, FL 2004—2006
- Provided customized editing services for 40 newspapers a week in a deadline-driven environment
 - Designed daily newspaper pages that adhered to each client's specifications for content, page layout, and style guidelines
 - Edited text for content, clarity, and AP style
 - Proofread syndicated newspaper columns, features, and games for 90 percent of the nation's top 100 newspapers

Skills

- Proficient in Adobe Acrobat Professional, Adobe Framemaker, Adobe Photoshop, Basic HTML, Macromedia Dreamweaver, Microsoft Office, QuarkXPress, and WordPress
- Proficient in American Medical Association (AMA) Style, American Psychological Association (APA) Style, Associated Press (AP) Style, Chicago Manual of Style, Gregg Reference Manual, Modern Language Association (MLA) Style, U.S. Government Printing Office Style Manual, and U.S. Navy Style Guide

Education

Graduate Certificate in Professional Writing

University of Central Florida, Orlando, FL
G.P.A.: 4.00

August 2009

Bachelor of Science in Journalism

University of Florida, Gainesville, FL
G.P.A.: 3.78 (cum laude)

May 2003