



PAT JOINER

Copyeditor & Proofreader

PROFILE

Editor and proofreader with extensive publishing and communications experience and a proven track record in quality print and online content. Detail-oriented, organized, self-motivated, and flexible. Effective, trusted, and positive communicator.

SKILLS

- Editing
- Proofreading
- Styles: AMA, Chicago, APA, AP
- Writing

SOFTWARE PROFICIENCIES

- Microsoft Office Suite, esp. Word
- Adobe Acrobat Pro
- Google Docs

CONTACT

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WORK EXPERIENCE

Freelance Proofreader, Mosby, Graphic World, S4Carlisle

Various years, both part- and full-time, 1990-2018

Proofread health science and other titles for consistency, grammar, punctuation, and word style using Acrobat Pro and in-house content-management systems.

UWorld, Senior Medical Editor, Dallas, TX

2016 to present

- Edit content using MS Word for medical, nursing, ACT/SAT, AP, and pharmacy question banks, as well as Intranet and marketing materials, for clarity, quality, consistency, grammar, and style.
- Develop and update in-house style guides using Google Docs.
- Serve as Editorial liaison for UWorld's Intranet site. Write weekly Tip from the Editors column on grammar and Word and write and/or edit monthly blog.
- Develop and teach, with team members, workshops on grammar and MS Word.

Elsevier, Publishing Services Manager, St. Louis, MO

2001-2015

- Liaised with members of the publishing team, including authors, to provide up-to-date production information on the progress of titles, offer guidance on the production process, and resolve problems.
- Guided the title list for outsourced project management.
- Supervised the team producing Elsevier's first custom publications for a top career school, paving the way for additional titles because of the quality and service the customer received.

Elsevier/Mosby, Project Specialist, St. Louis, MO

1987-2001

- Edited and proofed health science titles for potential issues and for clarity, correctness, consistency, proper organization, grammar, punctuation, and word style.
- Reviewed page proofs for accuracy, correctness, and quality.
- Monitored schedules to ensure timely project completion.