

AUDRA M. GORGIEV

EditorExtraordinaire.com

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OVERVIEW

Dynamic and versatile freelance editor (copy, line, technical, and substantive) and proofreader with over 14 years of experience retooling and reinvigorating various types of documents to a higher level of professionalism. Accurate, resourceful, and results oriented, I offer superior editing, proofreading, research, communication, and compilation skills.

PROFESSIONAL EXPERIENCE

Professional Freelance Editor / Proofreader; 2000–present

At present I am a **freelance professional editor (copy, line, technical, and substantive editing) and proofreader**, accepting challenging, technical and time-sensitive projects large or small. I am well versed in Chicago, APA, AMA, ASC, and CP styles (implementing a house style if none in place), and edit electronically (MS Word and PowerPoint, Adobe Acrobat Pro) or on hard copy. With excellent content recognition, my areas of expertise include technical, medical/scientific, financial, and business/marketing topics; projects include nonfiction/fiction manuscripts; technical documents/white papers; peer-reviewed journal articles; website content; K-12 and postsecondary textbooks, supplementary resources, and e-learning material; magazines/serial publications; ESL documents, and marketing/training materials.

Recent projects include:

- ♦ Line editor and copyeditor for *Age to Perfection: How to Thrive to 100, Happy, Healthy, and Wise*, J. Mark Anderson, Walter Gaman, and Judith K. Gaman, 2013, George House Publishing
- ♦ Proofreader for *Pitman Office Handbook*, 8th Ed., Joan Campbell, 2013, Pearson Canada.
- ♦ Copyeditor for *Biological Science*, Canadian Second Ed., Scott Freeman, Mike Harrington, and Joan Sharp, 2012, Pearson Canada.
- ♦ Proofreader for *Chemistry: A Molecular Approach*, Canadian First Ed., Nivaldo J. Tro, 2012, Pearson Canada.
- ♦ Accuracy reviewer/copyeditor for 6th to 7th edition of *Financial Markets and Institutions*, 7th Ed., Frederic S. Mishkin, and Stanley G. Eakins, 2011, Prentice Hall.
- ♦ Copyediting/proofreading articles for submission to scientific/technical periodicals/journals
 - ↳ Oxford University Press (*Clinical Infectious Diseases*, *Journal of Infectious Diseases*, *Pediatric Infectious Diseases*, *Journal of American Hypertension*), *Electronic Journal of the Meteorological Society of Japan*, *Journal of System Design and Dynamics*, *International Journal of Pattern Recognition and Artificial Intelligence*, *Journal of Mineralogical and Petrological Sciences*, IEEE.

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- ♦ Copyediting/proofreading marketing/advert material for brand identity and advertising firms
 - ↳ Foliovision, GeekSpeak[imc]
- ♦ Copyediting/proofreading e-learning material for education/tutoring firms
 - ↳ Sylvan Learning, M & R Consultants Corp., Six Red Marbles, Hyphen S.A., CoreK-12
- ♦ Nonfiction manuscript copyediting
 - ↳ *Grand Teton Music Festival, 2012*, Art Publishing, Ltd.
 - ↳ *Blek le Rat, The 30 Year Anniversary Retrospective, 2011*, Art Publishing, Ltd.
 - ↳ *Inspired by the Beat*, David “LEBO” Le Batard, 2010, Art Publishing, Ltd.
 - ↳ *ZENER*, Eric Zener, 2010, Art Publishing, Ltd.
 - ↳ *The Cumberland Zoo*, Laura King, 2010, Art Publishing, Ltd.
 - ↳ *Retinal Detachment Principles and Practice, Third Edition*, D. A. Brinton, MD, and C. P. Wilkinson, MD, Oxford University Press
 - ↳ *Just Caring: Health Care Rationing and Democratic Deliberation*, Leonard M. Fleck
- ♦ Copyeditor/proofreader for various U.S. and Canadian magazines
 - ↳ *Western Standard, Memoirs(and), ConnectMagazine*
- ♦ Varied levels of editing for ESL authors
- ♦ Personal memoir and autobiography editing

Rampart Securities Inc.; 02/1999–01/2000; Investment Advisor / Technical Analyst

Assisted in the organization and launching of a new branch office in Calgary, AB; provided technical investment analysis pertaining to market overview, and equity and commodity instruments; serviced private client and corporate accounts and oversaw trade executions; was delegated to Branch Administrator during tenure. Created and wrote a daily and weekly investment research and analysis briefing circulated for internal use throughout the firm as well as to clients.

Schachter Asset Management Inc.; 10/1996–01/1998; VP Investment Management, Technical Analyst / Trading Associate

Schachter Asset Management is an investment management company, which managed the Spectrum United Canadian Resource Fund (a Sun Life mutual fund company), and a Limited Partnership U.S. Large-Cap Hedge Fund. Provided equity recommendations from a technical analysis viewpoint for the mutual fund (long-term investment horizon) and the hedge fund (short-term investment horizon), monitoring current holdings for any technical signals; analyzing equity, financial, and commodity markets to develop investment strategy; and overseeing all buy-side trading activity. Investments under consideration included equities, debt, and futures contracts for the hedge fund. Other responsibilities included maintaining regular communication with marketing sales force, the media (print and radio), and Limited Partners. Reported directly to Josef I. Schachter, President and Chief Investment Officer.

Richardson Greenshields of Canada Limited; 07/1994–10/1996; Associate Market Strategist, Private Client Division

Provided an overview and strategy for Canadian/U.S./international markets and commodity markets for the retail branches across Canada. Participated in daily premarket institutional and retail conference calls; edited and cowrote a midday investment report for Investment Advisors, covering general market conditions and reviewing individual investments screened on a fundamental and technical basis.

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Reported directly to Josef I. Schachter, Director. RBC Dominion Securities acquired Richardson Greenshields in 1996.

Prior employment positions:

- ↳ Reservoir Engineering assistant, Canterra Energy
- ↳ Corrosion Engineering survey associate, Mobil Oil Canada
- ↳ Contracts Administrative Assistant (Land Management), Mobil Oil Canada
- ↳ Exploration and Development Engineering Assistant, BP Resources Canada
- ↳ Contracts Administrator, EDO Canada Ltd. (aerospace/composite materials industry)

TECHNOLOGICAL CAPABILITY

Very experienced editing with Microsoft Word (track changes)/Excel/PowerPoint/SharePoint, Adobe Acrobat X Pro (markup tools) and Photoshop, as well as a number of proprietary applications. Possess advanced skills related to information gathering and Internet research.

EDUCATION

Editors' Association of Canada—substantive, line, and copyediting seminars; proofreading seminar

Editorial Freelancers Association—substantive, line, and copyediting seminars

Association for Investment Management and Research (AIMR)
Chartered Financial Analyst program—CFA level I

The Canadian Securities Institute; Calgary, Alberta
1992—Canadian Securities Course (with Honors)
1998—Conduct & Practices exam

University Of Calgary; Calgary, Alberta
General Studies; two-year standing in Chemical (Petroleum) Engineering

University Of Waterloo; Waterloo, Ontario
Part-time correspondence student
Courses: Engineering Law, Engineering Economics, Ukrainian

ASSOCIATIONS

Currently a member of Editors Canada, Editorial Freelance Association (EFA), American Copy Editors Society (ACES), American Society of Business Publication Editors (ASBPE), and the National Association of Independent Writers and Editors (NAIWE).

REFERENCES

- ♦ Bernada Bilic—freelance copywriter, (604) 225-1004, bcbilic@gmail.com
- ♦ Nancy Desilets—writer/publisher, (403) 862-7474, lazerte78@gmail.com
- ♦ Brandi Dickman—partner, Rock Paper Internet, (403) 202-3665, bd@rockpaperinternet.com