

Penny Freeman

pennyfreeman.com

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SKILLS:

- ♦ Developmental editing
- ♦ Copy and style editing
- ♦ Strong writing skills, including journalism
- ♦ Independent Publishing
- ♦ Personnel Management
- ♦ Office Administration
- ♦ Project Management
- ♦ MS Office (80 wpm)
- ♦ Corel WP Suite
- ♦ WordPress/Blogger
- ♦ Social Media

STRENGTHS:

Editorial:

- ♦ Provide developmental and content editing, coaching writers in drawing from within themselves compelling plots and convincing character arcs; in engaging the reader, maintaining credibility and continuity, and developing a distinctive but aesthetic voice.
- ♦ Provide meticulous line and copy editing for grammar, syntax, punctuation, and style.
- ♦ Editor-in-chief (Xchylar Publishing): Screen and develop both writers and editors through education, technical support, and encouragement to significantly improve product; project management, editor/author relations. Use of social media and other tools to create strong sense of community within the association of contributors to the Xchylar Publishing dynamic.
- ♦ Produced five full-length works in span of six months (content editor for 3/5 titles), involving 17 writers and five editors, in addition to marketing and graphics personnel; twelve more works currently in production (content/development editor for four of these titles).
- ♦ Managing Editor (Digital Labz, LLC): responsible for SEO content for 12+ clients, including hiring and supervision of multiple freelance copywriters, provide editorial support, populate client blogs, post news releases, provide content for newly constructed websites.
- ♦ Experienced writer in commercial and private journalism, press releases, copywriting, fiction, short stories, and blogging.

Office Administration:

- ♦ Co-creator of Hamilton Springs Press to assume control of Xchylar Publishing as a genre imprint, attracting seasoned, successful MBAs to project on strength of personal skills and burgeoning opportunities in independent publishing arena
- ♦ Provide extensive support to Marketing Department, including SEO and Social Media strategies
- ♦ Devised and implemented content tracking system to improve delivery of product, project management and customer satisfaction
- ♦ Provide small business administrative support, including reception, messaging, scheduling, procurement, facilities management and advertising
- ♦ Generate business documentation, e.g., correspondence, prospectuses, sales proposals, etc.

WORK HISTORY:

- ♦ Hamilton Springs Press: Co-owner, Managing Editor
- ♦ Assistant Public Relations Director for Social Media, Houston North Stake, The Church of Jesus Christ of Latter-day Saints
- ♦ Xchylar Publishing (now imprint of HSP): Editor-in-chief
- ♦ Freelance: Independent Journalism, Writing, Editing & Desk-top Publishing Specialist
- ♦ Digital Labz, LLC: Office Manager, Managing Editor
- ♦ Medi-Scribe: Medical Transcriptionist

EDUCATION:

- ♦ American Fork High School — diploma