



DONNA MARKS

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PROFILE

- More than 25 years' writing and editing experience. Worked on books, theses, proposals, research papers, reports, newspapers, newsletters, and magazines.
- Fourteen years' experience as editor for large public school system.
- Ten years' experience managing editorial department.
- Knowledge of Chicago (16th edition), APA, Gregg Manual, AP, World Bank, and GPO style.
- Proficient in Adobe Creative Suites InDesign and Illustrator. Basic knowledge of Photoshop. Basic knowledge of HTML5 and CSS5.
- Six years' experience in a management consulting/proposal environment.
- Four years' experience as a program assistant, writing successful proposals for development projects in southern and West Africa.
- Conversant in French.
- Three years' experience as a conference planner, working on air travel, food / lodging logistics, and transcribing and reporting.

EMPLOYMENT EXPERIENCE

Communications Specialist

Montgomery County Public Schools, Rockville, MD Feb. 2001–Present

- Manage editorial department of major school system with more than 140,000 students.
- Write and maintain correspondence and editorial style manuals for staff.
- Manage Editorial Help Desk—troubleshoot grammar/style queries from school-system personnel.
- Design and write content for interactive, authoritative website on editorial style and business grammar.
- Edit print products for about 20 offices, divisions, and departments.
- Coordinate, develop, and traffick print products and perform quality-control checks.
- Develop and deliver training to student groups and staff on grammar and style, editing, and proofreading.
- Conduct biennial editorial conference for school and support staff.

Performance measure: Created and manage an editorial help desk and related products for the school-system staff, which encourages a learning community and a high level of consistency in how correspondence is formatted. Curated and document house editorial style for the school system. Created authoritative website that is used by the school community and nationwide. Mentor high school seniors interested in journalism and writing.

Freelance Writer/Editor/Editorial Proofreader

Sept. 1987–Present

- Edit and format dissertations/theses for master's and doctoral candidates.
- Book editor.
- Conduct substantive editing and writing for a nonprofit organization.
- Completed assignments for several organizations, including The Gaithersburg Courier, Gaithersburg, MD; World Bank Group, Washington, D.C.; Aspen Systems, Rockville, MD; Skywritings magazine, Kingston, Jamaica; EEI Communications, Alexandria, VA; Montgomery Village News, Montgomery Village, MD; and K.C. Translation Services, Bethesda, MD.

Performance measure: Consistently receive referrals from clients.

Previous Positions

Publications Coordinator, Aspen Systems Corporation, Rockville, MD
Copy Editor/Proofreader, Communications Development Inc., Washington, D.C.
Bilingual Proofreader/Oncall Editor, Macro International Inc., Calverton, MD
Management Associate, Henderson Associates, Inc., Washington, DC
Customer service representative for a specialty bakery
Editorial and Public Affairs Associate, African Development Foundation, Washington, DC
Program Assistant, National Council of Negro Women, Washington, DC
Administrative Assistant, National Capital Presbytery, Washington, DC
Writer/Manager, Résumé and Writing Service, Washington, DC
Senior Broadcast Producer, Jamaica Information Service—Radio, Kingston, Jamaica
Copywriter, Paisley, Kelly Advertising, Kingston, Jamaica
Associate Editor, National Association of Accountants
Stringer for several weekly newspapers in New Jersey and Brooklyn, NY

EDUCATION

- M.A. Publication Design, University of Baltimore, Baltimore, MD. Expected graduation, spring 2016
- B.A. Journalism and French, Douglass College, Rutgers University, New Brunswick, NJ, May 1983
- Certificat Pratique de Français Commercial, Paris Chamber of Commerce. 1983.
- Advanced French Grammar Review, Georgetown University. November 1996.
- Project management, indexing, and quality control course work, EEI Communications, Alexandria, VA. 2002
- Managing the Publications Department, EEI Communications, Alexandria, VA. September 2003

SKILLS

- Writing, editing, indexing, and proofreading
- Managing editorial department
- Basic coding in HTML5 and CSS design
- Writing and speaking French
- Software: Microsoft Office, Adobe InDesign, Illustrator, Dreamweaver, and Photoshop

ACHIEVEMENTS/ AFFILIATIONS

- Researched, wrote, and coordinated production of a correspondence procedures manual and an editorial stylebook for the 16th largest school system in the nation.
- Designed and maintain authoritative website for publishing department of major public school system.
- Managed a group of 35 volunteers who read for the blind.
- Designed, edited, and produced newsletters and brochures for several organizations.

References are available on request