



Claire Holland

WRITER – TECHNICAL WRITER – COPY EDITOR

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610-212-6202

Snapshot

Skilled, passionate, and self-driven freelance writer and copy editor for over ten years. Adroit technical writer with a knack for picking up new fields of interest, and possess extensive experience in legal writing. Possess exceptional written communication, proofreading, and editing abilities. Continue to work with major publishers including Thomson Reuters/West, Peter Lang Publishing, and CRC Press.

Experience

Freelance Writer/Editor

Self-Employed (Sole Proprietorship)

2006 - Present

- Write, copy edit, and format various promotional materials, including brochures and website content, for freelance writing business
- Write, copy edit, and format documents for individual clients, including textbook chapters, human resource manuals, supplements, and educational materials (incl. PowerPoint presentations, student quizzes, and instructor manuals)
- Notable clients: CRC Press, Thomson Reuters/West, Peter Lang Publishing, Aspen Publishers, Cengage Learning, Top Hat Classroom

Intern

The Bent Agency

2011 - 2012

- Sorted through, forwarded on, and responded to author queries five days a week in accordance with agent's style and preferences
- Read one full manuscript per week and wrote corresponding reader's report; made suggestion on whether to accept or reject

Skills

Writing & Editing

- Perform all levels of research, technical writing, editing, fact-checking, updating, and formatting for manuals, textbooks, and web content
- Write and copy edit marketing materials and online content for small businesses
- Write and edit news and features articles for newspapers and online outlets
- Write, edit, and format content for online courses

Management

- Manage, define, and prioritize simultaneous writing and editing assignments from various clients
 - Define production processes and schedules for websites and other promotional materials for small business
 - Define production processes and schedules for materials for several online courses
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Technical

- Legal research: Westlaw
 - Office productivity: Microsoft Office (Word, Excel, PowerPoint)
 - Desktop publishing: Adobe Acrobat, Gimp, Photoshop, Pixelmator
 - Self publishing: Amazon, Lulu
 - Web: Wordpress, Canvas, Top Hat, HTML familiarity
 - Social media: Bloglovin, Facebook, Google+, Instagram, LinkedIn, Pinterest, Twitter, YouTube
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Education **Washington College, Chestertown, MD**

B.A. in English/Creative Writing
Graduated Cum Laude
Washington Scholar
Dean's List all semesters