

MERRY ZIDE

Austin, TX 78756

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SKILLS

- Expertise in Mac and PC operating systems, Microsoft Suite, Google Suite, Adobe Acrobat, LibreOffice; limited experience with WordPress
 - Proficiency in MLA, APA, AP, Chicago, AMA, CSE formatting and citation styles
 - Experience and training in keyword, marketing, and academic research (LexisNexis, Westlaw, JSTOR, EBSCO, newspaper collections)
 - Strong speed-reading (800-900 words per minute) and proofreading (6-10 pages per hour) skills
 - Ability to type 80-100 words per minute
 - Keen eye for minute errors and subtle inconsistencies
 - Superb working knowledge of English grammar, punctuation, usage
 - Dedication to completing projects successfully and on deadline
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WORK HISTORY

- 02/2018 to 03/2021 **Associate Editor, *Papercheck*** – Austin, TX
- Proofread broad variety of documents, across academic, commercial, and creative industries, as well as all subjects and disciplines; revised all manuscripts for errors and/or issues related to type, grammar, mechanics, consistency, flow, and overall readability; provided written critique of documents, as requested; edited approximately 1500 words per hour, over 10000 words per 8-hour shift.
 - Revised documents in accordance with all formatting styles, including APA, MLA, AP, Chicago Manual of Style, CSE, AMA, and per client specifications.
- 11/2018 to 05/2020 **Editor-in-Chief, *Amphitheater Consulting*** – Austin, TX
- Generated digital content and written material to populate podcast-focused website for political media personality; crafted articles and blog posts; and developed strategy for multiple clients' social media accounts.
 - Collaborated with partners and local businesses on digital marketing and branding strategy; reviewed all of partners' and clients' communications for grammar, spelling, punctuation, syntax, and accuracy.
- 12/2010 to 02/2020 **Private Tutor & Freelance Editor, *ReadWriteInAustin*** – Austin, TX
- Worked one-on-one with students through graduate level to improve their reading and writing skills; reviewed lecture material and facilitated close reading of assigned texts; provided strategies for in-class note-taking and exam preparation; provided instruction in standardized test preparation; advised students and parents on college process.
 - Consulted with clients on fiction manuscripts and provided feedback on narrative flow and integrity; line-edited fiction, as well as academic and professional documents, and completed necessary work on urgent deadlines; provided targeted feedback aimed at facilitating production of longer-form pieces and polished material.
- 02/2017 to 04/2019 **Marketing Manager, *JLD Apartment Newsletter*** – Austin, TX
- Identified, researched, and contacted potential advertisers (i.e., service providers) for inclusion in monthly distribution of online newsletter for multi-family property owners and managers in Central Texas.
 - Generated, standardized, and organized database of potential advertisers, using Google Sheets to maximize efficiency and cross-company consistency; proofread, revised, and fact-checked newsletter content and marketing material aimed at potential advertisers and newsletter subscribers.
- 04/2015 to 07/2016 **Reading Teacher**
Institute of Reading Development – Austin, TX
- 08/2008 to 05/2010 **Teaching Assistant**
University of Texas – Austin, TX
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EDUCATION

- 05/2005 **Doctor of Philosophy (Incomplete, ABD): History**
University of Texas - Austin, TX
- Bachelor of Arts: Philosophy**
Brown University - Providence, RI