

MERRY ZIDE

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EDUCATION

August 2007-August 2013

University of Texas
Ph.D. Candidate, History
GPA: 3.8

Austin, TX

Jan 2001-Dec 2005

Brown University
B.A., Philosophy/Creative Writing
GPA: 3.86

Providence, RI

WORK EXPERIENCE

February 2018-Present

Papercheck, LLC
Associate Editor

Remote

- Edit virtually every kind of document, across academic, commercial, and creative industries, as well as all subjects and disciplines, such as social and natural sciences, humanities, arts & literature, legal writing; document types include, but are not limited to, manuscripts of virtually any type--i.e., academic assignments at the undergraduate and graduate levels (i.e., assigned papers, theses, dissertations), journal articles, essays aimed to secure admission to academic and professional programs, business letters, legal briefs, advertising copy, journal and media reviews
- Proofread all manuscripts for errors and/or issues related to type, grammar, mechanics, consistency, flow, and overall readability; provide written critique of documents, as requested
- Complete assigned work, including completing revision of documents of up to 10 thousand words within time periods ranging from 3 to 72 hours
- Revise documents in accordance with all formatting styles including, but not limited to APA, MLA, Chicago/Turabian, CSE, AMA, and per client specifications

December 2010-Present

ReadWriteInAustin (Self-Employed)
Private Tutor and Freelance Editor

Austin, TX

- Work one-on-one with students from elementary through graduate school on reading and writing skills; review lecture material and facilitate close reading of assigned texts; provide strategies for in-class note-taking, exam preparation, and time management; instruct and prepare students in standardized test preparation (including, but not limited to, SAT, ACT, STAAR/EOC, GRE)
- Consult with parents about students' progress; provide strategies intended to enable parents to work with me to promote their children's academic success and pursue the best course of action concerning college applications
- Provide comprehensive editing services for undergraduate/graduate students and professionals; proofread manuscripts (essays, articles, dissertations, professional reports) for a comprehensive set of issues (spelling, punctuation, grammar, usage, diction, style, format, organization, content, and attribution); on request, perform thorough fact-checking and citation review; suggest specific and general revisions using Microsoft Word Track Changes feature
- See relevant website at www.ReadWriteInAustin.com

February 2017-June 2018

JLD Apartment Newsletter
Regional Marketing Manager & Administrator

Austin, TX

- Identify, research, and contact potential advertisers (i.e., service providers) for inclusion in monthly online newsletter for multi-family property owners/managers in Central Texas
- Generated, standardized, and organized database of potential advertisers, using Google Sheets to maximize efficiency and cross-company consistency
- Proofread, revise, and fact-check newsletter content and marketing material aimed at potential advertisers and newsletter subscribers

March-September 2016

Study.com
Text Lesson Reviewer

Remote

- Evaluated lessons in various subjects for accuracy, engagement, and clarity
- Identified and revised errors in grammar, syntax, and website-specific formatting
- Crafted comprehensive and constructive feedback for authors in accordance with educational standards of website; suggested specific revisions to improve the readability and overall quality of the lesson and conveyed concerns about accuracy of material, along with relevant citations to

illustrate problem.

- August 2008-May 2010** **University of Texas, History Dept.** **Austin, TX**
Teaching Assistant
- Scheduled and maintained biweekly office hours to meet with students on lectures and assignments
 - Led discussions and review sessions; proctored examinations; and distributed class materials and assignments
 - Evaluated exams and papers; recorded and submitted grades
- June 2008-January 2009** **Cervantes & Associates, Inc.** **Austin, TX**
Assistant to Private Investigator
- Performed Criminal/Civil case research (using Internet, databases, and Austin/Travis County Court Records)
 - Executed employer's administrative agenda (compiled data for background checks, chiefly from the Voter Registration database and DMV records/driving history)
- January-August 2007** **Court of Last Resort** **New York, NY**
Research Associate
- Conducted Internet and database research on the status of certain cases where the defendant's guilt was in dispute
 - Wrote case chronologies, and summarized the relevant case law as drawn from legal databases, such as Westlaw, HeinOnline and LexisNexis
 - Maintained an online library of newspaper and magazine articles relating to a variety of ongoing criminal cases, as well as such materials as were provided by defendants and their lawyers.
- February 2006-August 2007** **Good Magazine** **Freelance**
Researcher
- Compiled statistical and qualitative data on for use in the magazine, in the section "Transparency"
 - Organized statistical and qualitative data for use in popular short films produced by the magazine, and posted on the Internet.
- January-June 2006** **New York Magazine** **New York, NY**
Editorial Intern
- Researched storylines for several feature writers (often for crime-related stories)
 - Transcribed extensive interviews and dictations
 - Organized the library of numerous galleys/manuscripts
- June 2001-Dec 2005** **Journal of Psychohistory** **New York, NY**
Research Associate to Senior Contributing Editor
- Wrote essays on the popularity of certain books and films as that popularity represented public interpretations of seminal political events in U.S. history
 - Analyzed and synthesized plot and character development from popular books and films
 - Charted historical data about cultural response to films/books

SKILLS

- Mastery of Mac and PC operating systems; Cloud Computing
- Expertise in Adobe Acrobat and Microsoft Office Suites; experience with LibreOffice
- Excellent researching abilities: highly trained in usage of hard copy reference material (primary and secondary sources) from libraries and archives; facility with most online academic and professional databases, including (but not limited to) LexisNexis, Westlaw, EBSCO, JSTOR and online newspaper collections.
- Strong speed-reading (900+ words per minute) and editing skills (6-10 pages per hour)
- Familiarity with MLA, APA, Chicago/Turabian, ASA, CSE, IEEE formatting and citation guidelines
- Ability to type 80 words per minute
- Proficiency in Spanish (8 years of formal training) and Latin (4 years of formal training)

HONORS & AWARDS

- Capstone Program Certificate in Creative Writing (Brown)
- History paper nominated for departmental award (Brown)
- National Merit Scholarship

