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OBJECTIVE

Contract work as editorial/publishing consultant

QUALIFICATIONS

Broad experience as reporter, editor/writer, publications director, and media specialist. Work with: authors on manuscript development; publishers on image/strategy; designers on packaging and presentation; and compositors and printers on scheduling and manufacturing of books (paperback, casebound, and loose-leaf), brochures, newsletters, magazines, “packages,” annual reports. Specialize in international business and finance, health care economics, development economics, and environment.

Ease in handling complex topics on tight schedules. Examples: annual reports (World Bank, *Annual Report—1999*, International Finance Corporation, *Annual Report—1997*, Inter-American Investment Corporation, *Annual Report—1993*); *Quality of Life Task Force Report* to the U.S. Secretary of Defense; flagship publications (World Bank: “Annual Report on Investment and Supervision—FY92”; *World Development Report*, 1981 and 1982; Commerce Department: *U.S. Industrial Outlook*, 1980 and 1981).

History of good relationships with authors/experts in developing and pruning their manuscripts; knack for expressing complex ideas in plain English.

EMPLOYMENT CHRONOLOGY

1989–

present ; Independent Editorial and Publishing Consultant

1977–82

Services: project management; writing; editing (developmental and substantive); budgeting; design and production management; publicity and promotion. *Clients:* include Abt Associates Inc., Bretton Woods Committee, Brookings Institution, Carnegie Endowment for International Peace, Group of Thirty, Inter-American Development Bank, Inter-American Investment Corporation, International Finance Corporation, Lincoln Land Institute, National Defense University Press, National Oceanic and Atmospheric Administration, Safe Energy Communications Council, Smithsonian Institution Press, [Twentieth] Century Fund, United States Institute of Peace, U.S. Commerce Department, U.S. Defense Department, World Bank, World Resources Institute, World Wildlife Fund

1988

The Urban Institute Press, Director

Acquired, vetted, edited manuscripts; managed production of books and monographs; oversaw marketing and fulfillment by distributor. Recruited freelance editors and proofers.

1982–88

Institute for International Economics, Publications Director and Senior Editor

Began the Institute’s publishing program. Set up domestic and international marketing program and system for fulfillment and distribution. Developed integrated design style (logo, stationery, books, monographs, special reports, fund-raising kit). Set editorial style and edited first 40 titles. Developed fast-track electronic production process. Organized media and review lists, news conference procedures, and archives.

- 1972–77** **European Community Information Service, Director of Publications**
 Performed editorial, supervisory, and administrative work connected with publication of monthly magazine, biweekly newsletter, brochures, background memos, and news releases. Participated in the development of yearly information program for the United States.
- 1966–72** **Managing Editor, Monthly Magazine**
 Was founding editor of magazine later known as *Europe*. Acquired, edited, and wrote articles; obtained illustrations; oversaw production, design, and distribution. Covered Community activities in all fields, including business, finance, and environment.
- 1964–66** **Bureau of National Affairs, Inc., Editor-Reporter** Assisted the Managing Editor of *International Trade Reporter*, a weekly newsletter and loose-leaf service for U.S. international business.
- 1960–64** **International Marketing and Sales.** Worked for three export companies

EDUCATION

- 1959** **Smith College**, BA in French Literature; minors, Political Science, History of Art
- 1964** **Georgetown University Law Center**, International Law
- 1961** **Wharton School**, International Marketing
- 1958** **Sorbonne**, Certificat de langue française, degré supérieur

AWARDS, MEMBERSHIPS, ACCREDITATIONS

- 1999-2004** Washington Independent Writers
- 1998** International Finance Corporation, 1997 Corporate Achievement Award, “Foreign Direct Investment,” *Lessons of Experience* series
- 1979–90** Washington Book Publishers. Handled publicity and media for 1998 Design Competition
- 1979** Nominated for National Book Award, translation division, and won Third Prize, Book Division, National Association of Government Communicators, *Galileo Galilei: Operations of the Geometric and Military Compass*, translated and with an introduction by Stillman Drake, Publication Number One for Dibner Library, National Museum of History and Technology, Smithsonian Institution Press
- 1964–66** Periodical Press Gallery, U.S. Congress

LANGUAGES

French: fluent
 Spanish: reading knowledge