

Doug McNair
Minneapolis, Minnesota
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FREELANCE WRITER/EDITOR

- Ten years of full-time, professional experience
 - Thorough, deadline oriented, and sensitive to authorial voice and readership needs
 - Strong project management skills
 - Extensive experience creating content and providing expert content review in the areas of business, law, history, and government
 - Enjoys working with consultants, lawyers, historians, and other experts on specialized subjects
 - Very familiar with *Chicago Manual of Style*, *Publication Manual of the American Psychological Association*, and *Associated Press Stylebook*
 - Comfortable working with a variety of house styles
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EXPERIENCE

Fleming Editorial Services, November 2010–present

flemingeditorial.com

- **Head Content Developer.** Writer, development editor, copy editor, and proofreader. My business partner and I work with a variety of clients, including traditional book publishers, self-published authors, and providers of print- and web-based educational materials. I work with all the major style manuals as well as online content management systems. See our *Portfolio* for a comprehensive list of work.

Avalanche Press, October 2005–November 2010

avalanchepress.com

- **Chief of Product Development.** Worked with authors, game designers, and staff writers in all phases of the publication process at this small publisher of history books and historical games. Managed teams of beta testers and wrote and developed rulebooks for many games. Wrote extensive content for books, wrote promotional content for the company's website, and blogged from gaming events and industry conventions. Provided extensive customer service, online and over the phone.

Ameriprise Financial Services, 1992–2005

ameriprise.com

- **Senior Financial Consultant (2003–2005).** Developed excellent written and oral communication skills while working directly with participants in 401(k) plans, stock ownership plans, and pensions. Educated plan participants in all aspects of investing for retirement. Developed client relationships and referred clients to local financial advisers when appropriate. Served as coach and information resource to other financial consultants on the team and as liaison with supervisors. Participated in interviewing job candidates.
- **Financial Consultant (1997–2003).** As above, without coaching duties.

- **Senior Retirement Services Representative (1995–1997).** Led a team of six to twelve client service representatives in handling all aspects of customer service for 401(k) plan participants. Executed changes in investments and contribution rates and processed enrollments and distributions. Handled complaint calls for all members of my team and provided coaching and direction. Acted as liaison with supervisors on a wide array of issues affecting the team.
- **Retirement Services Representative (1994–1995).** As above, without leadership duties.
- **Client Relations Coordinator (1992–1994).** Provided administrative support to a regional team of financial services compliance officers.

EDUCATION

BA in Sociology/Anthropology, Carleton College, Northfield, Minnesota

Professional Sequence in Editing, University of California–Berkeley