

**Paula L. Fleming**  
Minneapolis, Minnesota  
[paula@flemingeditorial.com](mailto:paula@flemingeditorial.com)

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## **FREELANCE WRITER/EDITOR**

- Experienced with trade and textbook publishing
  - Knowledgeable about curriculum development, assessment strategies, and standardized testing
  - Sensitive to user needs, thorough, deadline oriented
  - Highly computer literate
  - Strong project management skills
  - Very familiar with *Chicago Manual of Style*, *Publication Manual of the American Psychological Association*, and *Associated Press Stylebook* and comfortable working with a variety of house styles
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## **EXPERIENCE**

### **Kaplan Test Prep, April 2009–present**

[kaptest.com](http://kaptest.com)

- **Manager of Content and Instructional Design, January 2017–present**
- **Teacher and Content Developer, May 2014–January 2017**
- **Teacher, April 2009–April 2014**

### **Fleming Editorial Services, September 2000–present**

[flemingeditorial.com](http://flemingeditorial.com)

- **Founder and Project Manager**
  - Write *content* to support textbooks and curricula.
  - Manage *book production* process for our independent authors.
  - Sixteen years' freelance copyediting and proofreading experience for US publishing houses. Representative client list follows. See *Portfolio* on website for comprehensive list of work.

### **No Starch Press, 2010–present**

<http://nostarch.com>

- How-to guides for computer software, security, and hobbyists; how-to LEGO construction books; young adult books on science, math, and history

### **Kaplan Publishing (formerly Dearborn Financial/Trade), September 2000–December 2016**

*Kaplan Test Prep / Kaplan Publishing*

- Trade books on medicine, law, business management, personal finance, real estate, and career development; scholastic books on test preparation and other subjects; reference books on academic and career planning; test preparation print and online resources.

**Sage Publishing, Corwin, and CQ Press, January 2007–December 2016**

*sagepub.com / corwin.com / cqpress.com*

- Books on primary and secondary school teaching, organizational development, counseling; textbooks on education, psychology, statistics, and business
- Academic reference works in the humanities and social sciences

## **OTHER PROFESSIONAL EXPERIENCE**

- Eighteen years' human resources management, organizational development, and strategic planning experience in for-profit, nonprofit, and cooperative sectors including development of training curricula and hiring and performance assessment tools. See *LinkedIn profile* for details.
- Numerous articles and short stories published in a variety of print and online magazines

## **EDUCATION**

- **MBA**, University of Minnesota Carlson School of Management  
3.9 GPA, Phi Kappa Phi Honors Society
- **MA in European History**, Northwestern University, Evanston, Illinois  
Full fellowship
- **BA in History**, Carleton College, Northfield, Minnesota  
National Merit Scholar, numerous other scholarships, admitted with honors