

Doug McNair
Minneapolis, Minnesota
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FREELANCE WRITER, EDITOR, AND FACT-CHECKER

- Fourteen years of professional experience in the publishing industry, on staff and as a freelancer
 - Extensive experience in writing, ghostwriting, development editing, copyediting, fact-checking, proofreading, blogging, online editing, and working with authors and production staff
 - Subject matter expert in history, sociology/anthropology, government, and financial services
 - Strong project management, communication, and client service skills
 - Proactive, deadline oriented, thorough, and sensitive to authorial voice and readership needs
 - Enjoys working with and learning from writers who are experts in specialized subject matter
 - Proficient 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, 2010–present

flemingeditorial.com

- **Freelance writer, development editor, copy editor, fact-checker, and proofreader.** Clients have included trade book and textbook publishers, independent authors and editors, and website owners. I am proficient in MS Word, Adobe Acrobat, PowerPoint, and content management systems. For a comprehensive list of projects my partner and I have worked on, see *flemingeditorial.com/portfolio*.
 - **Writing.** I have ghostwritten books; worked on books in all phases of the book-packaging workflow; rewritten children's stories from the 1970s and 1980s for republication, making them relevant and appropriate for today's children; written test bank questions and instructor resources at the high school and college levels; written blogs and other digital content; and written and edited internal and external corporate communications.
 - **Editing.** Worked with a well-known development editor in the self-help field, copyediting and proofreading her authors' books and providing suggestions for further development; worked with ESL authors to make their prose conform to idiomatic American English while retaining their voice; and edited trending news articles in real time on a live queue.
 - **Fact-checking.** Worked as a subject matter expert in history, sociology/anthropology, and government; fact-checked textbooks at the high school and college level; reviewed older editions of textbooks for inaccuracies and inappropriate language, updating them for new editions; and reviewed other writers' test bank questions and answers for accuracy and conformance to state educational standards.

Avalanche Press, 2005–2010

avalanchepress.com

- **Chief of Product Development.** I worked with authors, game designers, and production staff in all phases of the publication process at this small publisher of history books and historical boardgames. Read and approved manuscript and game design submissions, did all initial development editing, managed teams of beta testers, and edited based on their feedback. Did extensive fact-checking to ensure historical accuracy, consulting with other subject matter experts as needed. Worked with production staff to ensure quality control on the final product. Wrote extensive original content for books, games, and the company website—doing research for historical articles as well as alternative-history books, articles, and game scenarios.

Ameriprise Financial Services, 1992–2005

ameriprise.com

- **Senior Financial Consultant (2003–2005).** I developed excellent written and oral communication skills while working directly with participants in 401(k) plans, stock ownership plans, pensions, and IRAs. Educated plan participants in all aspects of investing for retirement. Developed client relationships and referred clients to local financial advisers when appropriate. Wrote articles for the department newsletter. Wrote, directed, and acted in skits designed to promote our products and services to internal and external clients. Provided coaching to other financial consultants on the team and acted as liaison with supervisors. Helped interview job candidates.
- **Financial Consultant (1997–2003).** As above, without coaching duties.
- **Senior Retirement Services Representative (1995–1997).** I 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).** I provided administrative support to a regional team of financial services compliance officers. Also wrote articles for the department newsletter.

EDUCATION

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

Professional Sequence in Editing, University of California—Berkeley