

Paula L. Fleming
Minneapolis, Minnesota
paula@flemingeditorial.com



WRITER, EDITOR, INSTRUCTIONAL DESIGNER

- Experienced with trade book, textbook, and digital publishing
 - Knowledgeable about curriculum development, assessment, and standardized testing
 - Sensitive to user needs, thorough, deadline oriented
 - Highly computer literate
 - Strong project management skills
 - 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
-

EXPERIENCE

Kaplan Test Prep, April 2009–present

- **Human Resources Project Manager**, March 2022–present
- **Teacher**, April 2009–August 2020; January 2021–present
- **Manager of Content and Instructional Design**, January 2017–February 2021
- **Content Developer**, May 2014–January 2017; February 2021–December 2021

Fleming Editorial Services, September 2000–present

- **Owner**
 - Write *content* to support textbooks and curricula for clients including *Cengage*, *McGraw-Hill*, *SAGE*, *Wolters Kluwer Health*, and *Medify*.
 - Manage the *book production* process for our independent authors.
 - Over 20 years' freelance copyediting and proofreading experience for US publishing houses. Representative client list follows. See *Portfolio* for comprehensive list of work.

No Starch Press, 2010–present

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

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

- 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

- 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

- Nearly 20 years' human resources management and organizational development experience in for-profit and nonprofit sectors, including development of training curricula, recruitment and selection approaches, and performance assessment tools. See *LinkedIn profile* for details.
- Numerous articles and short stories published in a variety of print and online magazines

EDUCATION

- **MA in Human Resources Management**, 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