

Doug McNair
Minneapolis, Minnesota
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FREELANCE WRITER, EDITOR, AND SUBJECT MATTER EXPERT

- Eighteen years of experience as a writer-editor, on staff and as a freelancer working with private companies, government offices, and individual authors
 - Extensive experience in writing, development editing, copyediting, fact-checking, proofreading, blogging, online editing, and working with authors and production staff
 - Subject matter expert in financial services, investing, government, history, and historical games
 - Strong project management and communication skills
 - Proactive, detail oriented, and committed to outstanding client service
 - Balances respect for authorial voice with a strong focus on readership needs
 - Enjoys working with and learning from experts in specialized fields
 - Proficient with the *Chicago Manual of Style*, *American Psychological Association Style Guide*, and *U.S. Government Publishing Office Style Manual*
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EXPERIENCE

Fleming Editorial Services: 2010–present

<https://flemingeditorial.com/> and <https://www.linkedin.com/in/mcnairdoug/>

- **Freelance Writer, Development Editor, Copy Editor, Subject Matter Expert, and Proofreader.** Co-owner of Fleming Editorial Services. Clients include publishers of trade books, textbooks, and financial journals plus website owners, independent authors, and government offices. Proficient in Microsoft Office, Adobe Acrobat, PowerPoint, Google Docs, and online content management systems. For a comprehensive list of projects, see *flemingeditorial.com/portfolio*.
 - **Writing.** Books (as a ghostwriter), financial journal articles, blogs and other digital content, college-level test bank questions and instructor resources, corporate communications, and rules sets and supplements for historical board games and roleplaying games.
 - **Editing.** Books and other publications about business, investing, economics, technology, computer programming, history, law, government, education, self-help, and other subjects; government documents; rulebooks for highly detailed historical games; and trending news articles on a live queue.
 - **Fact-checking.** SME in financial services, investing, government, history, and games.

Avalanche Press: 2005–2010

avalanchepress.com

- **Chief of Product Development.** Worked with authors, game designers, and production staff in all phases of the product development and publication process at this small publisher of history books, historical board games, and historical roleplaying games. Read and approved manuscripts and game designs, did all initial development editing, managed teams of beta testers, and edited rulebooks and other materials based on tester feedback. Did extensive fact-checking to ensure historical accuracy and worked with production staff on quality assurance for the final product. Wrote extensive original content for books, games, and the company website.

Ameriprise Financial Services: 1992–2005

ameriprise.com

- **Senior Financial Consultant (2003–2005).** As a Series 7–licensed financial consultant, worked directly with participants in 401(k) plans, stock ownership plans, pensions, and IRAs. Educated plan participants in all aspects of saving and investing for retirement. Developed client relationships and referred clients to local financial advisors when appropriate. Provided coaching to other financial consultants on the team, acted as liaison with supervisors, and helped interview job candidates. Wrote, directed, and performed in marketing skits designed to promote our products and services to internal and external clients.
- **Financial Consultant (1997–2003).** As above, without the coaching duties.
- **Senior Retirement Services Representative (1995–1997).** Led a team of client service representatives in handling all aspects of customer service for 401(k) plan participants. Executed changes in investments and contribution rates. Processed enrollments and distributions. Handled complaint calls for all team members 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 the leadership duties.
- **Client Relations Coordinator (1992–1994).** Provided administrative support to a regional team of financial services compliance officers. Wrote articles for the department newsletter.

EDUCATION

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

LOMA 1 Certificate Training, self-study

NASD Series 6, 7, and 63 Licensing Courses, self-study

Professional Sequence in Editing, University of California, Berkeley (online)