

Paula L. Fleming
Minneapolis, Minnesota
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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 skilled with Microsoft and Google suites and content management systems (CMS)
- 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, April 2009–present

- Senior Human Resources Project and Programs Manager, March 2022–present
- Manager of Content and Instructional Design, January 2017–February 2021
- Teacher and Content Developer, April 2009–present

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.
 - 25+ years' freelance copyediting and proofreading experience for US publishing houses. Representative client list follows. See *Portfolio* for comprehensive list of work.

Hoover Institution Press, 2022–present

- Scholarly works in the areas of history, public policy, and foreign relations

O'Reilly Media, 2021–present

- Books for technology professionals; technology and management course assessments

No Starch Press, 2010–2023

- 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

- 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