

**Paula L. Fleming**  
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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
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## 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