



WRITER, EDITOR, PROJECT MANAGER

- Experienced with trade book, textbook, and digital publishing
 - Knowledgeable about curriculum development and assessment
 - Sensitive to user needs, thorough, deadline oriented
 - Highly skilled with Microsoft and Google suites and content management systems (CMS)
 - Proficient with AI, especially Gemini
 - 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

Fleming Editorial Services, Owner, September 2000–present

- 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.

Kaplan, April 2009–April 2026

- Senior Human Resources Project and Programs Manager, March 2022–present
- Manager of Content and Curriculum, January 2017–February 2021
- Teacher and Content Developer, April 2009–April 2026

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

CERTIFICATIONS

- **Senior Professional in Human Resources (SPHR)**, HRCI
Current through March 2030
- **Project Management Professional (PMP)**, PMI
Current through August 2028
- **Atlassian Agile Project Management Professional Certificate**, Atlassian
- **Project Management Certified**, Smartsheet
- **Talking to AI: Prompt Engineering for Project Managers**, PMI
- **Data Landscape of GenAI for Project Managers**, PMI