

## SUMMARY

I'm a versatile editor with a wide range of experience, from independent authors to publishers to corporations of all sizes. My clients appreciate my sharp memory, eye for detail, consistency, flexibility, and excellent ear for prose. I always strive to protect an author's voice while ensuring that the audience has a smooth and enjoyable reading experience.

## PROFESSIONAL EXPERIENCE

### **Freelance editor** (2011–present)

Ensure quality of final document, collaborate closely with clients, and advise first-time independent authors through the self-publishing process.

#### *Authors and publishers:*

- Edit print and digital fiction and nonfiction manuscripts for publishers and authors according to the *Chicago Manual of Style* and in-house style guides.
- Focus on developmental editing, line editing, copyediting, and fact checking.
- Ghostwrite content, including novels.
- Provide style sheet with developmental memo when appropriate.
- Convert final manuscripts for publishing as ebooks on Kindle, Nook, Apple, Google, Kobo, and generic EPUB.
- Clients: Kelly Creative, Newstone Test Prep, Tanstaaf Press, and independent authors.
- Specialties: YA fiction, fiction, fantasy, self-help, first-time authors, and memoirs.

#### *Corporate clients:*

- Review wide range of consumer-facing materials (proposals, workbooks, products, web copy, blogs) for professional clients, ranging from architectural companies to spiritual advisors.
- Edit according to *The Chicago Manual of Style* or *The Associated Press Stylebook*, as well as in-house style guides, specialty-specific terminology, and client preferences.

### **Senior editor, Cambia Health Solutions** (2010–present)

- Write original content and serve as quality assurance editor for content, brand, style, voice, and messaging accuracy for all materials produced by the Marketing department's Creative Studio.
- Create, update, and edit materials, both print and online, for employer group purchasers, 3.1 million members, and brokers for Cambia's six health plans and other subsidiaries.
- Perform version control for six brands and countless products over four states, explaining insurance and health-related features to all kinds of audiences.
- Protect brands by enforcing style, logo-usage, co-branding, and design rules; provide final check and approval prior to printing or posting of materials; and train new writers.
- Collaborate closely with graphic designers.
- Serve as contributing editor to company's brand style guides.

### **Creative services writer II, Cambia Health Solutions** (2007–2010)

- Served as communications lead over multiple, simultaneous projects; coordinated interdepartmentally with executives and staff to determine and refine content of sales, post-sales, and strategic communications.
- Managed production of many publications, including planning, scheduling, writing, and editing text; coordinating review; working with graphic artists and UX team; and overseeing design.
- Interpreted, planned, developed, and executed communications plans, strategy, and brand messaging.

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[KristyPhillipsEditor@gmail.com](mailto:KristyPhillipsEditor@gmail.com) | (206) 920-3194 | Mill Creek, WA

**Copywriter, Marketing Creative Services, Cambia Health Solutions** (2004–2007)

- Produced accurate, thorough information in reader-friendly style.
- Worked as writer, content editor, and managing editor for variety of materials.

**Senior marketing communications coordinator, Regence BlueShield** (1999–2004)

- Wrote, edited, coordinated, and oversaw design and production of wide variety of external and internal print and online communications.

**Marketing communications coordinator, Regence BlueShield** (1996–1999)

- Wrote, edited, and coordinated wide variety of external and internal print communications.

**Publications Coordinator, King County Medical Blue Shield** (1995–1996)

- Wrote, edited, and coordinated production of physician and medical office materials in conjunction with company medical directors and registered nurses.

**Product specialist, King County Medical Blue Shield** (1994–1995)

- Interpreted legal contract language and translated it to consumer-facing policies and brochures.

**Brochure coordinator, King County Medical Blue Shield** (1992–1994)

- Assembled, edited, and oversaw production of employer group benefits brochures in accordance with Sales specifications, state insurance regulations, and company policies.

## **SKILLS**

Word; Acrobat Adobe Pro; WorkFront; Kindle Create; Vellum; style tagging; style coding; *The Chicago Manual of Style*; *The Associated Press Stylebook*

## **EDUCATION**

- Certificate in Editing, University of Washington, 2021
- Memoir-Writing Workshop, Sarah Lawrence College School of Writing, 2021
- Bachelor of Arts, English literature, University of Washington, 1990 (Graduated magna cum laude and Phi Beta Kappa)

## **AFFILIATIONS**

Northwest Editors Guild, Board of Directors  
Editorial Freelancers Association

## **AWARD**

Blue Cross and Blue Shield Association's 2003 Best of Blue second place award for integrated marketing communications

## MEMOIR

[\*A Word to the Wise: Snakes on Every Level\*](#), by R. R. Norton  
[\*Blue Moon, Rare Fire\*](#), by Helena Jayne Bryant  
[\*Can I Die Better Than a Dog?\*](#) by Crystal Tetu  
[\*Casting Your Troubles Into the Grand Canyon\*](#), by Matt Landry  
[\*Dear Kendal\*](#), by Richard Jackson  
[\*Down in the Country: On Grandpa's Farm\*](#), by Max E. Harrison  
[\*Faithful Times\*](#), by John Abeln  
[\*Fleeing to Freedom\*](#), by Quynh Nguyen Forss  
*Humor, Health, Longevity, and Personal Salvation: Wisdom from a Country Doctor*, Dr. William Wiltse  
[\*Keep Moving Forward\*](#), by Matt Landry  
[\*Kissing Frogs\*](#), by Heather Ward  
[\*Love Soars the Skies\*](#), by Linda Jones  
*Melanie*, by Spencer Hull  
[\*On the Other Side of Tears\*](#), by Jonel Gilmer  
[\*Potential: Leveraging Your Past for the Professional and Personal Success You Deserve\*](#), by Barbara Polk  
[\*Recognizing Beauty\*](#), by Cyndi Burrough  
*Seattle*, by Tad Korzeniewski  
[\*The Evil I Own\*](#), by K. S. Penn  
[\*The Missing Link\*](#), by Stacy Sato  
[\*Too Happy to Be Sad Girl\*](#), by Angel Aviles  
*Transitioning from Wounded to Warrior*, by Donna Silveira  
[\*Turning Over the Leaf\*](#), by W G Stillwater  
*Seeking Closure*, Lakeeta Greene  
[\*Stalk Home\*](#), Amanda McMurtrey  
*Surviving My Tidal Wave of Infidelity*, by Sheri Ramirez  
*Tell Me*, by Judith Litchfield  
[\*Under the Good Influence\*](#), by E.S. Collier

## FICTION

*A Friend of Mine*, by Alfie García  
[\*A Rose That Grew from a Textbook in the Village\*](#), by Kasandra Price  
[\*A Special Storm\*](#), by David Feldman  
*Book I: Unexpected*, by Christopher Green  
*Book II: Unexpected*, by Christopher Green  
[\*Brink 2\*](#), by William J.  
*Deception Is Our Remedy*, Alexandra Gavronovic  
[\*Deferred Hope\*](#), by Jesse Leung  
[\*Depreciating Hope\*](#), by Jesse Leung  
[\*Detox Hotel\*](#), by Jonah Frick  
[\*Discovering True Love\*](#), by Martina Redfearn  
*DOHTR Confidential*, by Vanessa Chamberlain  
*Dreams*, by Rosemary Pearson  
[\*Harley James & the Emerald Tablets of Egypt\*](#), by Leah Cupps  
[\*Harley James & the Peril of the Pirate's Curse\*](#), by Leah Cupps  
[\*I Sing of Grief: A Novel of the Trojan War\*](#), by Michael Fridgen  
[\*I Sing of Rebirth: A Novel of Aeneas and Rome\*](#), by Michael Fridgen  
[\*Love Letters to the Postman\*](#), by David Hurley  
[\*Mining Justice\*](#), by Thomas Gondolfi  
[\*Natural Selection\*](#), by Fiona Stoffer  
[\*Nordic 5 North, Reality Protocol 2\*](#), by Daniel D. Coretram  
[\*Nordic 5 North, Reality Protocol 3\*](#), by Daniel D. Coretram

[\*Nordic 5 North, Reality Protocol\*](#), by Daniel D. Coretram  
[\*Patience in Wonder Meadow\*](#), by John Abeln  
[\*Painted Mountains\*](#), by John Abeln  
[\*Pedro's Pickles and the American Dream\*](#), by David A. Ek  
[\*Rasputin's Revenge\*](#), by John Abeln  
[\*Rise of a Kingpin\*](#), by Gary Poindexter  
[\*Secret Hope\*](#), by Jesse Leung  
[\*Stick 'Em Up\*](#), by S. Malik Swayne  
[\*Summoning Spruce\*](#), by Ann Ornie  
[\*Tarian's Rescue\*](#), by Madi Wright  
[\*Temin\*](#), by Eric Wittkop  
[\*Teva Tan\*](#), by John Abeln  
[\*The Bastard Sorceress\*](#), by Verna McKinnon  
[\*The Breaker Point\*](#), by Heidi Wyble  
[\*The Bridge Jumper\*](#), by John Abeln  
[\*The Emergence of New Elaine\*](#), by Nadine Feldman  
[\*The Goddess's Game\*](#), by Alyson Rose  
[\*The Height of Darkness\*](#), by Jessica Sherer  
[\*The Infinite End\*](#), by Emily Kunz  
[\*The Irony of Being\*](#), by Emily Kunz  
[\*The King of Juthirima\*](#), by Austin Suttill  
[\*The Man from Flat Water Country\*](#), by Rex Gunnerson  
[\*The Neighborhood\*](#), by David Feldman  
[\*The Power Broker: Madeira to Stockholm\*](#), by Daniel D. Coretram  
[\*The Unicorn and the Dragon\*](#), by James Cummings  
[\*The Urban Legend of Billy Dew\*](#), by Derrick Newton  
[\*Traitor\*](#), by S. Malik Swayne  
[\*Trenchtown\*](#), by Derrick Newton  
[\*We're All Dead Here\*](#), by Jake Rudquist  
[\*White Walls\*](#), by Micala Rash

## NONFICTION

[\*Achieve: Overcome Obstacles, Find Time for Greatness, Develop a Framework to Achieve Anything\*](#), by Michael J. Lee  
[\*And the Women Rose\*](#), by Andrea Maly  
[\*Angels Connections: Activate the Divine, a Practical Guide to Connecting and Interpreting Signs, Numbers and Spirit Guides\*](#), by Isadora Bloom  
[\*A Space Between: Holistic Wellness for Menopause and Beyond\*](#), Marla Privitera  
[\*Building Financial Muscle\*](#), by Karen G  
[\*Candle Magic for Beginners\*](#), by Isadora Bloom and Jowi Estava Ghers  
[\*Complete Guide to Facebook Advertising: 2020 Edition\*](#), by Brian Meert  
[\*Creation Unfolding: A New Perspective on ex nihilo\*](#), by Ken P. Coulson  
[\*Dating After Divorce: A Woman's Guide to Finding Herself First\*](#), by Liga Saltupe  
[\*Deep Magick: A Guide and Spellbook for the New Witch\*](#), by Sonia Woods  
[\*Fossils and the Flood\*](#), by Paul Garner  
[\*Goddess Oracle\*](#), by Yvette Doudle  
[\*It's Not About Food, Drugs, or Alcohol—It's About Healing Complex PTSD\*](#), by Mary Giuliani  
[\*Journey Inward\*](#), by Nardu Debrah  
[\*Live Your Best Life with Limited Energy\*](#), Jodie Renner  
[\*Mindfulness Journey in Africa\*](#), Amanda Metta  
[\*Magnetize Your Man\*](#), by Antia and Brody Boyd  
[\*My Sandwich Is a Spaceship\*](#), by Dr. Cyndi Burnett and Michaelene Dawson-Globus

[Newstone Test Prep: Armed Services Vocational Aptitude Battery Exam Prep 2020-21; Praxis Score Study Guide 2020-21; National League for Nursing PAX RN and PN Exam Prep 2021-22; Certified Medical Assistant Study Guide 2020-21; Certified Medical-Surgical Registered Nurse Exam Prep 2020-21; Officer Aptitude Rating Exam Prep 2020-21; Florida Real Estate Exam Prep 2020-21; Professional in Human Resources Exam Prep 2020-21; Foreign Service Officer Test Exam Prep 2020-21; Certified Strength and Conditioning Specialist Exam Prep 2021-22; Securities Industry Essentials Exam Prep 2020-21; Associate Professional in Human Resources Certification Prep 2020-2021; PSAT 10 Prep 2020-2021; NHA Phlebotomy Exam Prep 2020-21; Adult Gerontology Nurse Practitioner Exam Prep 2021-22; Progressive Care Certified Nurse Exam Prep; Nurse Executive Exam Prep 2021-22; GED Study Guide, 2021-22; Police Officer Exam Prep 2021-22; SSAT Middle-Level Exam Prep 2021-22; Physician Assistant National Certifying Exam Prep 2021-22; MSW Licensing Exam 2021-22; Criminal Justice Basic Abilities Test Prep 2021-22; Certified Emergency Nurse Exam Study Guide 2021-22; Certified Professional in Healthcare Quality Exam Prep 2021-22; Funeral Services Exam Study Guide 2021-22; Society for Human Resource Management Exam Prep 2021-22; National Registry of Emergency Medical Technicians Exam Study Guide 2021-2022; National Counselor Exam Prep 2022-2023; CDL Exam Guide 2022-2023; LCSW Study Guide 2022-2023; Certified Case Management Exam Study Guide 2022-2023; Foreign Service Officer Test Exam Prep 2022-2023; Florida Real Estate Exam Prep 2022-2023; Massage and Bodywork Licensing Exam Prep 2022-2023; Certified Pharmacy Technician Exam Prep 2022-2023; Praxis II Elementary Education Exam Prep, 2022-2023; PHR Exam Prep 2022-2023; NCLEX-RN Exam Prep 2022-2023; Series 7 Exam Prep 2022-2023; Praxis General Science Content Knowledge 5435 Prep; ATI TEAS 7 Study Guide 2022-2023; Maternal and Newborn Nurse Exam Study Guide 2022-2023; HESI A2 Study Guide 2022-2023; Certified Medical Assistant Study Guide 2023-2024; Registered Behavior Technician Study Guide 2023-2024; CNA Study Guide 2022-2023; OCN Study Guide 2022-2023; NYC Sanitation Worker Exam Prep 2023-2024; Progressive Care Certified Nurse Exam Study Guide 2022-2023; Foreign Service Officer Test Exam Prep 2023-24; CMSRN Study Guide 2023-24; NHA Phlebotomy Study Guide 2023-2024; Medical-Surgical Nursing Certification Exam Prep; Family Nurse Practitioner Exam Study Guide 2023-2024; NCMHCE Study Guide 2023-2024](#)

[Overcoming the Perils of Imposter Syndrome](#), by Derrick Newton

[Passive Militancy](#), by Ronald Smith

[Regenerative Business: How to Align Your Business with Nature for More Abundance, Fulfillment and Impact](#), by Samantha Garcia

[Remote Learning: 60 Strategies for Success](#), by Dr. Carrie Champ Morera

[Sacred Crystal Codes](#), by Patricia Missakian

[Stayin' Alive](#), by Brian Locker

[The Beginner's Guide to Rune Magic](#), by Isadora Bloom

[The Loving Yourself Book for Women: A Practical Guide to Boost Your Self-Esteem, Heal Your Inner Child, and Celebrate the Woman You Are](#), by Diana Rachel Bletter

[The Montessori Method](#), by Sony Bakrnchev

[The Total Customer Growth Model: Win and Grow Customers for Life with ABM and ABX](#), by Adam Turinas and Ben Person

[The Truth About Women and How to Keep Them in Your Life](#), by Eric Langlais

[Top 10 Profit Killers for Plastic Surgeons and Medical Spas](#), by Kelly Smith

[True Friends: A Revolutionary Approach to Cultivating Conscious Feminine Friendships](#), by Rochonda Ferrelli

[Weaving Creativity into Every Strand of Your Curriculum](#), by Dr. Cyndi Burnett and Julia Figliotti

[The Self-Love Adventure for Girls: Pump up Your Confidence, Make Good Friends, and Be the Strong, Super Girl You Already Are](#), Diana Rachel Bletter

[Thoughts That Shape You: 365 Powerful Affirmations Backed by Psychology and Neuroscience](#), Svetlana Fedina