

Abigail Muddiman

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Editing &
Narrative Design

• CONTACT

Austin, TX
Willing to relocate

Teleph.: 281 905 3084
Email: ajmuddiman@gmail.com

• SKILLS

Professional:

- Collaboration
- Adaptability
- Critical Thinking
- Initiative
- Prioritization

Technical:

- Microsoft/Google Suite
- InDesign
- Copy Editing
- Determining Content
- Training Development

• EDUCATION

Bachelor's in English

Texas State University
Emphasis: Creative Writing
Minor: Psychology

• REFERENCES

Jacquelin Hyman

IT Organizational Maturity Assessment
Portfolio Project Manager
Texas Health and Human Services
Email: jacquelin_h@email.com

Beau Kueler

Assistant General Manager
Hays City Store & Icehouse
Email: beau@hayscitystoretx.com

• SUMMARY

Hello! I'm Abbie Muddiman. Results-driven and detail-oriented professional with a strong passion for editing and publishing. I possess a keen eye for identifying areas of improvement and guiding authors towards achieving their best work. Proficient in various style guides, including MLA and APA, and experienced in developmental editing, I am committed to fostering exceptional writing and maintaining the highest editorial standards.

• Certifications

Accurate Audience-Focused Editing

March 2023

ACES, Poynter

Specialized Coursework:

- Verifying and Debunking Information
- Curating Digital Content
- Writing about Numbers
- Making Complicated Facts Look Easy
- Copyright and Fair Use

Becoming a Proofreader

April 2024

Knowadays

Specialized Coursework:

- Proofreading for Business, Academic, and Creative Content
- Editing Copy for Clarity and Concision
- Using Major Academic Referencing Styles
- Proofreading Documents in US, UK, and AUS

• WORK EXPERIENCE

Lead Mixologist

2023-Current

Hays City Store / Driftwood, TX

Oversaw daily bar operations, introduced comprehensive training program, and created new rotational and specialty cocktails. Promoted specials and events on social media.

- Development of Training Book
- Project Management
- Social Media Promotion
- Inventory and Sales

Editor

2019-2023

Freelance / Austin, TX

Employed a multi-step approach through an initial assessment of project readiness, suggestions to author regarding voice and subject strength, followed by grammatical and structural edits.

- APA, MLA, and Chicago Style Guides
- Resume and Website Design
- Media Marketing Campaigns
- Developmental Editing

Corporate Trainer

2017-2023

Pluckers Wing Bar / San Marcos, TX

Trained nearly 300 new employees, 50 cross-trained positions, 15 trainer candidates, and 10 managers in training in 4 year period.

- Employee Engagement
- Policy Modification
- Point-of-Sale Systems
- Cross-Training

