

**CAREER SUMMARY:** Meticulous book editor and writing coach with a Master's in English offering insightful feedback using a blend of education theory, creativity and trained experience. Published author and seasoned college instructor eager to cultivate a strong relationship with writers and facilitate a positive learning experience in support of book publishing.

## Writing, Literature and Editorial Expertise

**Creative Writing • Reading Literacy • Romantic Suspense • Thrillers/Mystery • Composition Writing  
Children's Literature • Gothic Literature • Crime Drama • Romance • Suspense • Fantasy**

- Knowledge of trends and new technologies in literary production
- Proficient at guiding authors through various stages of publishing
- Writing experience on a wide variety of subjects and genres
- Skilled at editing or proofreading complex and lengthy documents
- Trained in developing, implementing and evaluating instruction
- Adept at applying specifics from the *Chicago Manual of Style*

*"Emily is a standout in so many ways. Her unique career path demonstrates the transformative part of education on both a personal and professional level. Her work ethic and time management skills are exceptional. I recommend Emily without reservation, as she is gentle yet influential with her coaching."*

~ Reference by: *Dennis O'Connor*, UofWS

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## EDUCATION

**Professional Certificate** • Specialty: ACES Editing  
**Poytner News University** • Completed October 2018

**Professional Certificate** • Specialty: Book Editing  
**IAP Career College** • Completed April 2018

**M.A. English** • Specialty: Professional Writing  
**Northern Arizona University** • Graduated May 2016

**M.S. Education** • Specialty: Adult Professional Studies in Education  
**Capella University** • Graduated 2011

**B.S. Criminology & Criminal Justice** • Specialty: Crime Analysis  
**Portland State University** • Graduated 2009

**Graduate Certificate** • E-Learning & Online Teaching  
**University of Wisconsin-Stout** • Completing June 2016

**Certified Writing Workshops** • **Gotham Writer's Institute** • New York City, NY  
**Essay and Opinion Writing** • Completed September 2014

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## KEY SKILLS

### Problem Solving

- Applies initiative and creativity to resolve difficult situations, utilizing whatever resources are available to do so
- Skilled at influencing and motivating others to take action and participate or try new things

### Organization

- Plans, prioritizes and schedules tasks efficiently, maintaining objectivity in stressful situations and when handling difficult demands or competing priorities
- Able to navigate through a multitude of issues to evaluate scenarios and adapt to changing situations as necessary

### Leadership and Training

- Proven ability to make new staff or co-workers feel at ease in uncomfortable training situations
- Adept at taking over a crisis situation when others are unclear how to proceed with solving it

### System Operations

- Ensures value-based operations in a business environment through utilizing production and success tools
- Prepares, reviews and maintains quality professional documents and records as needed for the organization

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**PROFESSIONAL HISTORY****Booknote Literary Services****March 2016 to Present***Freelance Book Editor & Writing Coach*

- Provided editing, proofreading and critiquing service to new writers with unpublished manuscripts
- Composed and edited author reports using critical feedback to improve writing skills
- Scrutinized manuscripts for style, content, grammar and structure errors
- Assessed hundreds of pages per manuscript for accuracy, consistency, and readability

**Pioneer Pacific College****June 2016 to July 2017***English/Writing Adjunct Instructor*

- Organized and prepared original course materials to align with text and institutional learning objectives
- Modeled higher-level learning and assisted students with developing information literacy and problem-solving
- Utilized various technologies and instructional methodologies for student-centered experiences
- Designed and conducted formative and summative assessment projects to measure student learning

**University of Wisconsin-Stout****April 2016 to June 2016***Online Instructor and Facilitator*

- Generated discussion forums and monitored overall student progress in D2L
- Created and recorded documents, videos and handouts for curriculum lessons
- Performed student grading and reflective feedback of work completed
- Provided support to students to help meet learning objectives of the college

**Reborn World Magazine****January 2014 to April 2016***Magazine Owner and Editor-in-Chief*

- Founded, designed and launched a 76-page specialty artist magazine, the first of its kind in the U.S.
- Managed a publication staff of 5-8 editorial professionals involved in print production
- Crafted, wrote and edited feature articles after holding telephone interviews with artists
- Conducted marketing and advertising campaigns in various countries while working with suppliers

**Private Homeschool Group****January 2006 to September 2011***Homeschool Teacher & Educator*

- Constructed age-appropriate curriculum in all subjects from elementary through high school
- Administered standardized and non-traditional assessments to meet learning objectives
- Collaborated with other homeschool groups to lead learning workshops and field trips
- Conducted 6-hour days of academic lessons, lectures, coaching and tutoring on all subjects

**Wee Village Child Development Center****March 2006 to March 2010***Child Development Center Owner/Manager*

- Started, managed and maintained a child development center for preschool-age children
- Maintained clientele through networking, building relationships and customer service
- Launched marketing campaigns and conducted facility tours or new client interviews
- Designed learning curriculum and age-appropriate activities daily with fresh content

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**Symantec Corporation**

January 2005 to March 2006

***Employee Trainer & Licensing Agent***

- Trained new-hire employees in corporate procedures and job duties. Taught new employees computer systems, correspondence procedures, database management, and licensing agreement processes for large companies
  - Educated staff on how to design, meet and excel with the goals of the organization
  - Designed and conducted small-group workshops on best practices for customer service, along with teaching professional writing and email etiquette in the workplace
  - Worked collaboratively on a team managing and monitoring hundreds of licensing accounts
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**RELATED ACCOMPLISHMENTS**

- **Collaborated with and guided authors** through various stages of publishing to ensure each manuscript flowed with a cohesive plot. Assisted authors with **perfecting manuscripts for publication**, coached authors on tone, dialogue, theme, consistency, setting, plot flow, grammar, pacing, POV. **Coached and critiqued** authors on rectifying manuscript issues for agent submission
  - **Published fiction novelist** in the crime drama / suspense genre promoting the first two books in a series of three. Storyboarded, outlined, and wrote three 700-page novels through several drafts. Edited each complex and lengthy manuscript draft, revising as needed. Successfully **managed** and **marketed** book pre-sales and **worked closely** with publishers and editors during production
  - **Designed and composed** a complete **online college** English course on both banned literature classics and classic children's novels for two **master's degree capstone** projects. Skillfully selected appropriate texts, **crafted** a working syllabus, **constructed** a **detailed lesson plan**, created challenging exams, wrote concise **author profiles**, **invented** stimulating activities and video/audio
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**TECHNICAL SKILL SET***Moodle / EdGrade**Blackboard**MS PowerPoint/Office Suite**D2L (Desire to Learn)**Animoto / Wix / Weebly**Survey Monkey**Scoop.it Curation / Prezi**Close Captioning / Wiki Spaces**Camtasia Studio / JooMag**Screencastify / Audacity**Powtoon Presentations**Godaddy Web Builder**Mind Manager / WIX**Many Cams / Canvas**Adobe Photoshop*

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**PUBLISHED BOOKS**Reuter, Emily K. (2018). *Fortune's Sorrow* Book III from the Fortune's Series trilogy. Mill City Press.Reuter, Emily K. (2015). *Fortune's Hours*: Book II from the Fortune's Series trilogy. Mill City Press.Reuter, Emily K. (2011). *Fortune's Secrets*: Book I from the Fortune's Series trilogy. Mill City Press.**BOOKS IN PROGRESS**Reuter, Emily K. (to be released winter 2019). *Fortune's Revenge*: Book IV from the Fortune's Series. Mill City Press.Reuter, Emily K. (to be released spring 2020). *Fortune's Aftermath*: Book V from the Fortune's Series. Mill City Press.Reuter, Emily K. (to be released 2020). *The Dollmaker*: Book I from the Fortune's Ruin Series, Dog Ear Publishing.*Samples of all books and manuscripts on e-portfolio*

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**PROFESSIONAL ORGANIZATIONS****Editing:** Editorial Freelance Association (EFA)**Editing:** The Society for Editing (ACES)**Writing:** American Society of Authors and writers (ASAW)**Writing:** Pacific Northwest Writer's Association (PNWA)