

# Sheila Loesch

Freelance Writer & Editor

## SUMMARY

- ❖ Thorough editor with 9+ years experience generating and refining digital and print communications
- ❖ History of expertise researching, producing, copy editing, and proofreading marketing materials in financial, legal, architecture/engineering/construction (A/E/C), and other professional industries
- ❖ Aptitude for absorbing highly technical information and translating it into clear and thoughtful communication, whether by copy editing existing content or drafting original material

## RELEVANT EXPERIENCE

### Freelance Professional Services

2019–Present

Self-Employed—Greater Seattle, WA Area

- Legal & Tech fields: Prepare, copy edit, and proofread multi-page files for internal and external use
- Business (general): Copy edit and proofread marketing plans and client-facing materials, as well as craft new and unique website content that is optimized for SEO
- Business (consultation): Brainstorm and edit brand development materials for small businesses
- Manuscript editing: Provide developmental edits and line edits for book-length works-in-progress

### Technical Editing

2015–2019

HDR Inc. (A/E/C)—Bellevue, WA

- Copy edited and proofread >15,000-word requests for proposals in MS Word and Adobe InDesign
- Copy edited and proofread >5,000-word project data sheets in MS Word and Adobe InDesign

STV Inc. (A/E/C)—New York, NY

- Copy edited and proofread >10,000-word requests for proposals in MS Word using STV Style Guide
- Produced and copy edited resumes for 1,500 technical staff in MS Word

### Financial Editing

2013–2015

Standard & Poor's Ratings Services—New York, NY

- Copy edited, proofread, and fact-checked approximately 30 financial research reports weekly and published to an online financial portal

## SKILLS AND COMPETENCIES

**Certificate in Editing**, The University of Washington

2021

**B.A. in English Literature**, The University of Scranton

2015

**Formats:** Entire Microsoft product suite, Google Docs, Adobe PDF, Adobe InDesign, WordPress

**Style Guides:** Chicago Manual of Style, AP Style, internal corporate style guides