

SUZANNE UCHYTIL

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editing-time.com

SKILLS

- Typing 100+ WPM
- Microsoft Word
- Microsoft PowerPoint
- Basic CSS
- Creative writing
- Team management
- Event planning
- Adaptable

INTERESTS

I'm passionate about books. I'm always looking for books that twist familiar tropes and realities of life in unique and intriguing ways. I have also developed a love for Dostoevsky, Tolstoy, and other Russian litterateurs.

When I'm not reading, I'm a writer, artist, and pianist. I also just recently started learning how to play the ukulele.

EMPLOYMENT AND VOLUNTEER HISTORY

Freelance Developmental, Substantive, and Copy Editor

Aug 2014–Present

- Copyedit fiction and nonfiction content for correct grammar and spelling and for adherence to house style.
- Substantive-edit (line-edit) fiction and nonfiction content for coherence, cohesion, concision, organization, accuracy, tone, and usage.
- Developmental-edit novels, novellas, and short stories for structure, voice, plot, characters, dialogue, tone, and pacing.
- Provide evaluations detailing the strengths and weaknesses of manuscripts' structures, plots, voices, characters, dialogue, tones, and pacing.
- Partnered with Covenant Communications to provide developmental editing, substantive editing, copy editing, typesetting, proofreading, and cover design for novellas.

Editor for the Faculty Publishing Service

Brigham Young University | June 2020–Present

- Copyedit academic manuscripts and other nonfiction content for correct grammar, spelling, and clarity, and for adherence to CMOS and APA styles.
- Substantive-edit (line-edit) academic manuscripts and other nonfiction content for coherence, cohesion, concision, organization, accuracy, tone, and usage.
- Typeset the fall 2020 issue of the Journal of Response to Writing for publication.
- Designed brochure for the BYU TESOL master's program.

Managing Editor and Translator

Riga Ghetto and Latvian Holocaust Museum Internship

Brigham Young University | Jan 2019–Dec 2020

- Spearheaded the Russian–English translation and copyediting process for the book *The Historical Materials of Latvian Jews*.
- Reduced project duration by collaborating with Brigham Young University's Russian department and Linguistics department to assemble a copyediting team to work concurrently with the translation team.
- Provided translation and copyediting instructions and feedback.
- Advertised current and future translation and editing projects.
- Created a production schedule for the project outlining the steps required for publication and determining the necessary participants.

Teaching Assistant for Freelance Editing Class

Brigham Young University | April 2020–Dec 2020

- Reviewed and graded substantive edits from 41 undergraduate students.
- Edited, reviewed, and graded essays, articles, résumés, cover letters, and online portfolios written and created by 41 undergraduate students.
- Taught lessons about freelance and substantive-editing principles in professor's absence.

EDUCATION

BA in Editing and Publishing and in Russian

Brigham Young University, Provo, Utah | Projected graduation: Dec 2021

Relevant courses:

- Introduction to Print Publishing: Text formatting, basic graphic design, print design, Illustrator, InDesign, Photoshop.
- Basic Editing Skills: Editing theory and practice, *The Chicago Manual of Style*, copyediting skills, proofreading skills.
- Genre and Substantive Editing: Substantive editing, business strategies for professional freelancers.
- Editing for Publication: Developmental editing, back cover blurb, typesetting, proofreading, cover design.
- Business of Editing: Basic HTML, eBook conversion, press releases, copywriting, Profit and Loss statements, budgeting, time management.