

Curriculum Vitae

Patricia Ann Sanders

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SUMMARY OF WORK EXPERIENCE & SKILLS

Breadth of Professional Accomplishment: 20 years of copy editing and proofreading; 6 years as operations manager for an organic farm/school (office management, marketing, event hosting, sales, website development); newspaper feature and sponsored content writing; founded small literary press
Additional Experience & Skills: video & sound editing, publication design & layout, bookkeeping

EDUCATION

Master's of Fine Arts in Creative Writing, Warren Wilson College, Swannanoa, North Carolina, July 2009

Bachelor's degree in English Literature (magna cum laude), Arizona State University, Tempe, Arizona, December 2006

Bachelor's degree in Mathematics (magna cum laude), Arizona State University, Tempe, Arizona, December 2006

High school diploma, Colorado Academy, Littleton, Colorado, June 1984

WORK EXPERIENCE

December 2015 – November 2016: Writer and Editor

Globe-Miami Times, 175 E. Cedar St., Globe, Arizona 85501

Researched and wrote feature stories by interviewing individuals from many different social classes and areas of life. Worked closely with publisher to select topics and develop stories. Proofread the newspaper.

September 1999 – November 2015: Freelance Copy Editor and Proofreader

Copy edited and proofread college textbooks, novels, and corporate materials for a variety of clients, according to the Chicago Manual of Style, American Psychological Association style, Associated Press style, and house styles.

September 1995 – June 1999: Editor

CareerTrack, Inc., Boulder, Colorado

Copy edited and proofread training materials and marketing materials in a busy, deadline-driven team environment. Helped to develop the corporate style guide. Assisted in selecting and training new editors.

June 1989 – July 1996: Founder and Managing Editor

The Atlantean Press, Boulder, Colorado

Founded and operated a small literary press that published five books and nine issues of a quarterly. Performed all editorial, design, and marketing tasks.

LANGUAGES

Mother tongue: English

Working proficiency: French

COMPUTER SKILLS

Microsoft Office programs

Open Office programs

Scrivener

Web development: WordPress, DreamWeaver, html

Graphic design and layout: Adobe InDesign, Adobe Illustrator, Scribus

Audio and video editing: Audacity, Movie Maker

WEB AND SOCIAL MEDIA

Website: <http://patriciasanders.online>

Blog: <http://www.magnificentpassage.com>

Facebook: <https://www.facebook.com/patricia.sanders.5203>

LinkedIn: <https://www.linkedin.com/in/patricia-sanders-b48022a4>

Skype: trishsanders8