

BOB HOLMES

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EXPERIENCE

SEPT 2017–CURRENT

Copy Editor, KNOWLEDGE WORKS GLOBAL LTD (FORMERLY CENVEO PUBLISHER SERVICES), COLUMBIA, MD.

- Responsible for copy editing features and columns in more than 30 print and digital magazines in U.S. and British English for style, voice, punctuation, grammar, and spelling using the *Chicago Manual of Style (CMoS)* and internal style guides for the Institute of Electrical and Electronics Engineers (IEEE).
- Responsible for light, medium, and heavy line editing of manuscript text by native and nonnative English authors using track changes in Microsoft Word.
- Responsible for creating and editing titles, subtitles, bylines, abstracts, bios, headings, subheadings, appendixes, and sidebars.
- Responsible for editing tables and figures and their captions.
- Responsible for creating and editing references.
- Responsible for editing author biographies.
- Responsible for linking author ORCIDs.
- Responsible for editing equations using MathType.
- Responsible for backchecking first proofs to ensure accuracy of changes.
- Responsible for querying authors for clarification.
- Responsible for adding pull quotes.
- Responsible for researching and verifying terminology and accuracy of facts.
- Responsible for meeting 24-hour deadlines.

SEPT 2022–CURRENT

Copy Editor, KNOWLEDGE WORKS GLOBAL LTD. (FORMERLY CENVEO PUBLISHER SERVICES), COLUMBIA, MD.

- Responsible for editing features and columns in U.S. English for *The Journal of the American Academy of Psychiatry and the Law* for style, voice, punctuation, grammar, and spelling using the *American Medical Association (AMA) Manual of Style* and internal style guides.
- Responsible for light and medium line editing of manuscript text by native and nonnative English authors using track changes in Microsoft Word format.
- Responsible for editing titles, subtitles, bylines, abstracts, bios, running heads and footers, headings, subheadings, appendixes, and sidebars.
- Responsible for editing tables and figures and their captions.
- Responsible for creating and editing references, including their citations.
- Responsible for querying authors for clarification.
- Responsible for researching and verifying terminology and accuracy of facts.
- Responsible for meeting 24-hour deadlines.

DEC 2023–JUNE 2024

Proofreader/Copy Editor (Contract), *PHYSICS TODAY*, AMERICAN INSTITUTE OF PHYSICS, COLLEGE PARK, MD.

- Responsible for proofing and editing all content for the magazine distribution channels, including online, print, emails, ad and sales materials, and other destinations, correcting or marking for correction any spelling, grammatical, typographical, stylistic, or compositional errors using *CMoS* and internal style guides.
- Responsible for content tracking and auditing.
- Responsible for updating the style guide.
- Responsible for meeting daily and weekly deadlines.

MAR 2018–AUG 2020

Copy Editor (Contract), GRAPHIC WORLD, ST. LOUIS, MO.

- Responsible for editing academic textbooks (nursing, dental, and health/wellness) and Elsevier print and online medical journal manuscripts for punctuation, grammar, and spelling using *CMoS* and *AMA* styles.
- Responsible for editing subtitles and section headings.
- Responsible for light editing of manuscript text.
- Responsible for editing tables, figures, and captions.
- Responsible for researching and verifying terminology.
- Responsible for meeting weekly deadlines.

MAR 2018–MAY 2019

Copy Editor (Contract), COGNELLA ACADEMIC PUBLISHING, SAN DIEGO, CA.

- Responsible for editing and proofreading nonfiction books for punctuation, grammar, and spelling using *CMoS*, *AMA*, and *APA* styles.
- Responsible for editing subtitles and section headings.
- Responsible for light and medium line editing of manuscript text.
- Responsible for editing captions.
- Responsible for editing references.
- Responsible for researching and verifying terminology.
- Responsible for meeting weekly and monthly deadlines.

AUG 2017–DEC 2018

Sports Data Editor, PERFORM GROUP, CHARLOTTE, NC.

- Responsible for entering and editing live sports data for NCAA/NFL football and MLB games.
- Responsible for entering and editing player and team events.
- Responsible for entering and editing player and team stats.
- Responsible for ensuring data accuracy.

AUG 2016–MAR 2018

Copy Editor, THE IEEE STANDARDS ASSOCIATION, PISCATAWAY, NJ.

- Responsible for editing text in drafts for punctuation, grammar, spelling, structure, and consistency using *CMoS* and IEEE internal style guide.
- Responsible for proofing edited manuscripts against balloted drafts.
- Responsible for researching and fact checking dates of publication, terminology, context, etc.
- Responsible for editing tables and figures for consistency and accuracy.
- Responsible for creating and editing bibliographies.
- Responsible for using an internal style template to prepare draft manuscripts for editing and proofreading.
- Responsible for light and medium line editing of manuscripts.
- Responsible for meeting monthly deadlines.

OCT 2013–JUNE 2015

Freelance Writer, THE CHARLOTTE OBSERVER, CHARLOTTE, NC.

- Responsible for identifying and researching stories of local interest.
- Responsible for interviewing subjects.
- Responsible for composing articles using *Associated Press* style.
- Responsible for submitting completed, illustrated stories for online and hard copy publication in *The Charlotte Observer*, *Independent Tribune*, and *Cabarrus News*.
- Responsible for meeting weekly deadlines.

EDUCATION

ASSOCIATE DEGREE, MARKETING, ROBERT MORRIS UNIVERSITY, CORAOPOLIS, PA.

COMPUTER SKILLS

Proficient with Microsoft Word, Excel, PowerPoint, and Outlook; MathType, SmartEdit, Adobe Acrobat Pro 2020, Composer, G Suite, Dropbox, and Silverchair.

INTERESTS

The culinary arts, writing, traveling, and volunteering.

REFERENCES

Available upon request.