

# Catherine Viel

Writer and Editor

Santa Barbara, California

[www.writecat.com](http://www.writecat.com)

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## *Areas of Expertise*

- Writing
- Developmental Editing / Rewriting
- Substantive / Content / Line Editing
- Copyediting
- Business & Marketing Writing / Editing
- Technical Writing / Editing

## *Portfolio*

- Nonfiction Books
- Novels (genre / mainstream)
- Articles / Short Fiction
- Newsletters / Brochures
- Marketing / Ad Copy
- Manuals / Workbooks

## CAREER BACKGROUND / EXPERIENCE

2001–  
present

### **Writer and Editor**, *WriteCat Communications, Santa Barbara, California*

Professional writer and editor with over twenty years' experience. Thorough, accurate, alert; respectful of client deadlines. Expert electronic and hard copy editing; adept with style sheets and publishers' guidelines. Consummate command of style and reference resources (*Chicago 15* et al.). Copyediting certificate from University of California, San Diego.

- *Writing*. Published writer (including *Spectrum* and *Artisan* literary magazines). Writer/participant in many writers' groups, conferences, classes. Extensive client-directed writing experience.
- *Developmental editing*. Analyze manuscript; determine areas for comprehensive improvement. In collaboration with author, reorganize and/or rewrite text; restructure, expand, or reduce overall content to promote a logical, cohesive, compelling work. Ensure documentation/references are apt and complete.
- *Copyediting (substantive / content / line editing)*. Provide in-depth editing of manuscript content. Ensure that syntax, grammar, punctuation, spelling, and usage conform to applicable style manuals and publishers' guidelines. Provide sensitive, intelligent, and valuable feedback. Work closely with author to ensure polished final manuscript.

1998–2001 **Technical Writer**, *Pacific Capital Bancorp, Santa Barbara, California*

- Created and copyedited comprehensive policies and operational procedures used by personnel at forty bank branches throughout California.
- Analyzed, copyedited, and proofread policies, memoranda, correspondence, and other material created by management and staff.

- 1996–1998    **Technical Writer**, *Medtronic PS Medical, Santa Barbara, California*
- Wrote text and designed layout for complex documentation accompanying a variety of manufactured medical devices, working in conjunction with internal and external compliance, regulatory, engineering, and marketing personnel.
  - Managed documentation approval processes and multilingual translations of Instructions for Use and product labels.
  - Ensured that properly formatted, consistently error-free electronic and graphic files of Instructions for Use, product labels, and other marketing materials were provided to outside printer vendors.

1994–1996    **Freelance Writer and Editor**

1991–1994    **Corporate Communications**, *La Cumbre Savings Bank, Santa Barbara, California*

- Produced sales literature, product brochures, newsletters, print ads, press releases, and other online and printed material.
- Wrote standard operating procedures for payroll processing and implementation of federal and state banking regulations.
- Analyzed complex regulatory and corporate data prior to bank merger, consolidating information from multiple sources and creating positive promotional material explaining the merger to bank customers.

## COMPUTER SKILLS

- PC and Mac proficient
- High-speed cable Internet connection

### *Areas of expertise include:*

- Microsoft Word
- Track Changes onscreen editing
- Adobe Acrobat
- Adobe InDesign
- Adobe Illustrator

## EDUCATION / CERTIFICATION

**Copyediting certificate**, UC San Diego, 2008

**Bachelor of Arts, Literature**, College of Creative Studies, UC Santa Barbara, 1979

## LANGUAGES

- Spanish and French coursework
- Extensive experience with layout and proofreading of non-English text, including Central European languages, Greek, and Japanese
- Demonstrated competency with translation and localization processes

## PROFESSIONAL AFFILIATIONS

- Society for Technical Communication, Senior Member
- Editorial Freelancers Association
- Small Publishers Association of North America