

Catherine Viel

Writer and Editor

Santa Barbara, California

www.writecat.com

writecat@cox.net

Areas of Expertise

- Writing
- Book / Manuscript Editing
- Substantive / Content / Line Editing
- Copyediting (All Levels)
- Business & Technical Writing / Editing
- Proofreading

Portfolio

- Nonfiction Books
- Novels / Fiction (genre/mainstream)
- Newsletters / Brochures
- Web Site Content
- Policies and Procedures
- See <http://writecat.com/portfolio.html>

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. Highly skilled with both electronic and hard copy editing and proofreading. Expert command of style and reference resources (*Chicago 15* et al.). Copyediting certificate (UCSD) 2008.

- *Writing*. Published writer (including *Spectrum* and *Artisan* literary magazines). Writer/participant in many writers' groups, conferences, classes. Extensive client-directed writing experience.
- *Substantive / content / line editing*. Provide in-depth editing of manuscript content. Solve text problems by reorganizing, revising, or rewriting material. Provide sensitive, intelligent, and valuable verbal and written feedback. Work closely with author to ensure polished final manuscript.
- *Copyediting—light, medium, heavy*. Ensure that syntax, grammar, punctuation, and spelling conform to Standard English and applicable style guides. Review and revise text for clarity, consistency, coherency, and correctness.
- *Proofreading*. Check revised copy against previous iteration and source material. Fix or make note of errors; eliminate inconsistencies. Cold-proof galleys and other prepress material.

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

Areas of expertise include:

- Microsoft Word 2007
- Track Changes onscreen editing procedures
- Adobe Acrobat
- Adobe InDesign
- Adobe Illustrator

EDUCATION / CERTIFICATION

Current continuing education, UC San Diego, *copyediting certificate* (2007 / 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
- Romance Writers of America