

CATHY WITLOX

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www.WordWitlox.com

OVERVIEW

Conscientious editor with both in-house and freelance experience spanning more than 18 years (full time) and a variety of disciplines. Part-time instructor of copy editing course at Ryerson University and of grammar and business-writing course at the University of Toronto School of Continuing Studies. Author or co-author of four college-level grammar textbooks or workbooks.

PROFESSIONAL EDITING EXPERIENCE

WordWitlox 2004–present

Freelance Editor (stylistic editing, copy editing, proofreading)

- Experienced in editing textbooks, novels, nonfiction books, course catalogues, websites, articles, magazines, newsletters, medical catalogues, directories, menus, and brochures
- Clients include publishers, businesses, organizations, government agencies, schools, professional writers, and other individuals
- Projects have included postsecondary grammar and language texts, nursing and health care texts, psychology and sociology texts, and ancillary materials, including websites; corporate websites, blogs, and documents; white papers; annual reports; marketing materials; press releases; business books and articles; school course calendars; elementary school curricula; nonfiction books; novels; and newsletters

Harlequin Enterprises Ltd. 1998–2004

Copy Editor, 1999–2004

- Copy edited Harlequin's main website and several subsidiary sites, consisting of fiction novellas, nonfiction articles, newsletters, and marketing copy (banner ads, CSUs)
- Created website's house style guide
- Oversaw work of part-time copy editor and freelancers

Proofreader, 1998–1999

- Proofread novels, covers, and prelims

TEACHING EXPERIENCE

The Chang School at Ryerson University January 2011–present

- Copy Editing for Books, Journals, and Reports

University of Toronto School of Continuing Studies January 2006–present

- The Writer's Handbook (12-week grammar fundamentals course)
- Grammar Bites (one-day grammar workshop for professionals)

Corporate/Writers' Group Workshops 2005–present

- Editing for Correctness (one-day workshop for healthcare marketing company)
- Communication Fundamentals: Grammar (one-day workshop for corporate communications department)
- Professional Communication Begins with Good Grammar (webinar for professionals)
- Proofreading for Business Professionals (one-day workshop for professionals)
- Grammar for Writers: The Jargon-Free Version (one-day workshop for fiction writers)

PUBLISHING CREDITS

- March 2016: Co-author, *Canadian Writer's Resource Now* (Nelson Education)
- January 2016: Co-author, *Canadian Business Writing* (Nelson Education)
- 2014: Online grammar workbook to accompany bestselling text *Essentials of Business Communication* (Nelson Education)
- 2013: Online grammar workbook to accompany bestselling text *Canadian Business English* (Nelson Education)

EDUCATION

Centennial College

- Post-Diploma Certificate, Book and Magazine Publishing

University of Western Ontario

- Bachelor of Arts, English Language and Literature

Continuing Education

- 2011-present: Editing in Adobe Acrobat; PDF Markup; Engaging Adult Learners
- Pre-2011: The Business of Freelance Writing; How to Develop and Conduct Workshops; Introductory Copywriting; Priority Management: Priority Manager Course; Christopher Leadership Course 1: Effective Speaking; The Business of Freelance Editing; Copyright for New Media; Eight-Step Editing; Practical Grammar; Literacy Ontario Course

PROFESSIONAL MEMBERSHIPS

Editors' Association of Canada (Voting Status)

ADDITIONAL INFORMATION

Computer Proficiency	MS Office suite, Adobe Acrobat, HTML, PerfectIt, Editorium
Style Guide Fluency	Chicago Manual of Style (15th & 16th eds.), Canadian Press Stylebook, Globe & Mail Stylebook, Publication Manual of the American Psychological Association, Modern Language Association Handbook
Volunteer	2016: Better Together Refugee Sponsorship (ESL tutor); Humane Society of Cozumel Island (World Vets spay/neuter clinic) 2013–present: Open Arms Rescue Transport (driver) 2013–2015: From My Heart Rescue (communications editor) 2011–2013: The Animal Guardian Society (outreach, social media, communications editor) 2008–2011: Writers' Community of Durham Region (contest judge) 2010: Allyson Latta (short-story writing contest judge) 2004–2005: Writers' Community of Durham Region (newsletter editor) 2001–2002: Editors' Association of Canada (in-house committee) 1992–1997: Literacy Ontario (adult literacy and basic math tutor)