

Yvette M. Chin

Professional Qualifications

Content Editor & Copywriter

- Wrote, edited, & published stories & analysis for two online news sites: one advocating government transparency & one for the book publishing industry
- Created graphics, edited video, & managed e-newsletter systems
- Recruited & managed a global network of authors & translators
- Advanced social media campaigns through Facebook, Twitter, & beyond

Book Editor & Project Manager

- Provided copyediting, proofreading, & indexing services as an independent contractor for authors, organizations, & publishers
- Managed print publications through the complete editorial lifecycle, primarily trade nonfiction, academic monographs, & textbooks
- Wrote & edited sales materials, cover copy, & catalog copy

History Teacher & Writing Instructor

- Facilitated in-depth discussions for survey-level US & World History courses where undergraduates debated historical issues & current events, drafted writing projects, & acquired key study skills
- Developed significant research skills in American government archives, foreign archives, & private manuscript collections as well as digital collections & databases
- Taught "Writing for the Disciplines," an upper-level undergraduate course for writing skills & individual research projects across disciplines
- Provided free writing assessment & tutoring sessions for undergraduates from all disciplines, including ESL students

Relevant Work Experience

- Freelance Editor, Various Clients, 2010 to present
- Editor & Writer, Digital Book World, 2011
- Managing Editor/Web Director, Freedominfo.org, 2008 to 2010
- FOIA Coordinator, National Security Archive, 2008 to 2010
- Electronic Book Editor, Scribe, Inc., 2006 to 2007
- Teaching Assistant, George Washington University, 2001 to 2006
- Writing Instructor, Northeastern University, 2000 to 2001
- Assistant Editor, Running Press Book Publishers, 1998 to 1999

Education

- MPhil in History, George Washington University, 2005
- BA in English, Minor in History, McGill University, 1998

Core Competencies

Copyediting & Indexing
Project Management
Story Development
Teaching & Instruction

Subject Matter Expertise

Media & Publishing Industry
History & Government
International Affairs
English Literature
Travel & Leisure

Technical Skills

Office

MS Office Suite
Adobe Acrobat

Design

ePUB
Photoshop
Inkscape

Web

Wordpress
HTML/CSS

Social Media

Twitter
Facebook
LinkedIn

Contact Me!

Email

rewordnik@gmail.com

Website

<http://rewordnik.com>

LinkedIn

<http://linkedin.com/in/ychin>

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Sample Projects

- Aubrey Wade, *Your Birth, Your Way: Wisdom for an Optimal Delivery from an Expert Birthing Nurse* (Philadelphia, PA: Smarter Learning, 2014). ([link](#))

e-Book Conversion (ePUB), Cover Design, Interior Design, Indexing

- Robert J. McMahon, ed. *The Cold War in the Third World* (New York: Oxford University Press, 2013). ([link](#))

Indexing (Multiauthor)

- James Graham Wilson, *The Triumph of Improvisation* (Ithaca, NY: Cornell University Press, 2013). ([link](#))

Proofreading

- *Effective FOIA Requesting for Everyone* (Washington, DC: National Security Archive, 2008). ([link](#))

Project Management, Copyediting

Publication Highlights

On Book Publishing

- “A Ticket to The Night Circus,” Digital Book World, July 7, 2011. ([link](#))
- “The Atavist: A New Take on Narrative Nonfiction,” Digital Book World, May 10, 2011. ([link](#))
- “Concord Free Press: A Renegade Soon to Go Digital,” Digital Book World, May 3, 2011. ([link](#))
- “Find the Future: The Game at the New York Public Library,” Digital Book World, April 5, 2011. ([link](#))
- “DigitAlice – A Conversation with Inanimate Alice Producer Ian Harper,” April 1, 2011. ([link](#))
- “An Inkling of the Future? Enhanced Ebooks and the College Textbook Market,” Digital Book World, March 31, 2011. ([link](#))

On Politics

- “The State of the State Secrets Privilege,” Unredacted, November 20, 2009. ([link](#))
- “CIA Finally Answers a 20-Year-Old FOIA Request: The FOIA Coordinator’s View,” Unredacted, November 2, 2009. ([link](#))
- “Musicians Protest Use of Their Songs as Torture,” Unredacted, November 20, 2009. ([link](#))
- “UK Justice Minister Jack Straw Vetoes the Release of Pre-Iraq Cabinet Minutes,” Freedominfo.org, February 24, 2009. ([link](#))