

Catherine Viel

Writer and Editor

Santa Barbara, California

www.writecat.com

writecat@cox.net

Areas of Expertise

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

Portfolio

- Nonfiction Books
- Fiction (Genre / Mainstream Novels)
- Articles
- Short Stories
- Newsletters / Brochures
- Marketing / Ad Copy
- Manuals / Workbooks
- Website Copy

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 16* et al.). Meticulous proofreading at any stage, including prepress. Copyediting certificate from University of California, San Diego.

- *Writing / Ghostwriting.* Published writer (e.g., *Ink Byte* online writers' zine, www.inkbyte.com). Writer/participant in many writers' groups, conferences, classes. Extensive client-directed writing experience. Professional ghosting.
- *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) and proofreading.* 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. Proofread 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**

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, University of California, San Diego

Bachelor of Arts, Literature, College of Creative Studies, University of California, Santa Barbara

LANGUAGES

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

PROFESSIONAL AFFILIATIONS

- Editorial Freelancers Association
- Society for Technical Communication, Senior Member
- Bay Area Editors' Forum
- Small Publishers Association of North America