

Ashleigh Imus, Ph.D.

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Professional Profile

Editor, writer, project manager, and coach with twenty years of professional experience, specializing in nonfiction books, articles, summaries, proposals, and other materials for individuals, businesses, and nonprofit organizations; offering expert, friendly, and reliable service for large and small web and print projects

- **Editing services** include manuscript evaluation, developmental editing, copyediting, and proofreading; areas of experience include business, law, economics, social sciences, and humanities; extensive experience with non-native English speakers.
- **Project management services** include screening, hiring, and managing writers and editors, planning and tracking schedules, maintaining deadlines, and providing other detailed administrative and management support.
- **Writing services** include white papers, general-interest and academic articles, research, book reviews, analyses, and commentaries.
- **Coaching services** include working with high school, college, and graduate students, including dissertation coaching, as well as professional writers pursuing book projects and other writing goals; specialties include general coaching in writing and developmental coaching for large and small writing projects.

Employment

Editor-in-Chief, Ashleigh Imus Writing and Editing, Inc., 2010 - present

Selected Writing and Editing Projects

- **Soundview Executive Book Summaries**, Senior Editor, book summaries, white papers, featured book reviews, newsletters, and other materials, September 2013 - present
- **The Google School for Leaders**, Developmental Editor and Writer, white paper and organizational style guide, January-March 2018
- **EBSCO Publishing**, Contributing Writer, educational summaries, study guides, and book reviews for various literature projects, May 2012 - present
- **New Earth Living, Susan Cosentini**, Developmental Editor and Copyeditor, marketing materials for Amabel Pocket Neighborhood, May 2015 - present
- **Dr. David Obstfeld**, Developmental Editor, *Getting New Things Done: Networks, Brokerage, and the Assembly of Innovative Action*, August - September, 2016
- **Dr. Eric Cheyfitz**, Editor and Indexer, *The Disinformation Age: The Collapse of Liberal Democracy in the United States*, July - December 2016
- **Dr. Marilyn Migiel**, Proofreader and Indexer, Cornell University, *The Ethical Dimension of the Decameron* (winner of 2015 Howard R. Marraro Prize), June 2015
- **Dr. Samina Raja**, Developmental and Copy Editor, Food Systems Planning and Healthy Communities Lab, SUNY-Buffalo, October, 2014 - present
- **James Harf and Lawrence Herson**, Developmental Editor and Copyeditor, *The Wise World Traveler: Becoming a Part of All That You Meet*, book manuscript,

June 2014

- ***Epistolae***, Translator for free web database of women's medieval Latin letters, March 2010 – December 2011

Ithaca College, Adjunct Professor of Italian, August 2011 – May 2013

- Designed and taught language courses, Italian 101 and 102
- Supervised multiple teaching assistants

Cornell University, Adjunct Professor of Academic Writing (2010), Graduate Instructor (2002-2009)

- Designed eight different courses in expository writing and taught for ten semesters
- Provided developmental editing and copyediting services for hundreds of student essays

Freelance Medical Proofreader and Transcriptionist, 1993-2001

- Transcribed medical documents for various physicians and companies, mastering terminology in various specializations
- Proofread documents to ensure grammatical and technical accuracy

Teach For America, Corps Member, Durham, NC, 1991-1993

- Designed and taught fifth-grade language arts curriculum at E.K. Powe Elementary School
- Designed and taught interdisciplinary third, fourth, and fifth-grade academically gifted curriculum at E.K. Powe Elementary School

Education

- **Cornell University**, Ithaca, New York, Ph.D., Medieval Studies (Italian, Latin, and English literature) (2010)
- **Middlebury College**, Middlebury, Vermont and Florence, Italy, M.A., Italian Literature (2006)
- **New York University**, New York, New York, B.A., Comparative Literature (1991)

Additional Skills

- **Technical:** Experienced with Mac and PC, MS Office, Acrobat Pro XI, Excel, WordPress, InDesign, HTML, various content management systems; extensive experience with web research and online databases
- **Languages:** Italian (speaking and reading fluency), Latin (excellent reading knowledge of classical and medieval Latin), French (reading proficiency)
- **Style sheets:** CMS, AP, MLA, APA, ASA, and other style formats

Professional Affiliations

- Editorial Freelancers Association

References

- Available upon request