

# DAVE NELSEN

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## WORK EXPERIENCE

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### **The Grammar Geek, LLC**

**Founder | March 2009-present**

- Proofread and copyedit materials for clients around the world. I've had the opportunity to work on high school curriculum, university promotional materials, self-help books, mystery novels, master's theses, doctoral dissertations, press releases, websites, dating guides and parenting blogs.
- Maintain relationships with regular clients, both corporate and academic.
- Remain up to date on the latest modifications to major publishing styles, including Associated Press, Chicago Manual of Style, American Psychological Association and Modern Language Association.
- Write, produce and narrate an original podcast, Word-Origin Wednesday.

### **Dragonfly Editorial**

**Editor | April 2017-January 2018, February 2019-present**

- Copyedit and proofread corporate communications on a freelance, part-time basis.

### **U.S. Bank**

**Editor | February 2018-August 2018**

- Copyedited lengthy, detailed proposals that U.S. Bank sent to potential clients.
- Coordinated a six-month, large-scale project to improve the marketing department's repository of common proposal responses. This online repository contained more than 3,000 responses, which I edited to ensure consistency, ease of comprehension, and compliance with AP and house styles.

### **Elite Editing**

**Copyeditor/Proofreader | May 2015-May 2017**

- Copyedited and proofread academic work, marketing materials, cover letters and other writing on a freelance, part-time basis.

### **My School Publications**

**Copyeditor | July 2014-December 2015**

- Copyedited columns and feature articles for *My School Rocks*, a monthly publication based in Charlotte, NC. In this part-time, virtual position, I worked under deadlines to ensure articles complied with AP style and were within required word counts.

### **Cramer-Krasselt**

**Proofreader/Copywriter | August 2007-August 2009**

- As the sole proofreader at the advertising firm's Milwaukee office, reviewed and approved copy for all material the office generated, including print ads, online ads, press releases and client presentations.
- Created and maintained detailed style sheets for all clients.
- Wrote new ad copy as requested.

**American Society for Quality**  
**Assistant Editor | June 2005-August 2007**

**Manuscript Coordinator | April 2002-June 2005**

- Heavily edited departments, feature articles and columns for *Quality Progress*, ASQ's flagship monthly magazine.
- Edited "Quality News Today," a prominent feature of ASQ's website. Received a newsfeed every business day and chose stories relevant to quality assurance professionals. I was responsible for planning its presentation, style and launch in July 2005.
- Wrote "Keeping Current," the news department in *Quality Progress*.
- Wrote features and columns for *Quality Progress*.
- Proofread departments, features and columns according to Associated Press and house styles.
- Served as a member of the *Quality Progress* redesign team, which worked with an outside vendor to fully redesign the magazine.
- Attended publication-related workshops and seminars, including events run by *Folio*: magazine and the Society of National Association Publications.
- As manuscript coordinator, oversaw peer-review process for all articles submitted to *Quality Progress*. Acted as the contact between authors and the editorial review board, coordinating and organizing the submission and revision process.
- As manuscript coordinator, performed editing, writing and proofreading duties as assigned.

**University of Wisconsin-Milwaukee | September 1996-March 2002**

- **2001-2002:** Instructor in one of UWM's precollege programs, teaching several four-session mini-courses on journalism and media literacy to middle-school students.
- **2000-2001:** Program assistant/advisor in the Department of Journalism and Mass Communication. Administered departmental writing exam and practice exams to journalism students. This 68-question exam tested Associated Press style. Academically advised department's students.
- **1998-1999:** Reporter, producer and writer for "PantherVision," the campus's weekly television newscast. Wrote and edited scripts and reported on campus and local events.
- **1997:** Reporter and founding member of *The Leader*, one of UWM's newspapers.
- **1996-1997:** Assistant news editor for *The UWM Post*, another of UWM's newspapers.

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## OTHER WORK EXPERIENCE

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**ComedySportz-Milwaukee**

**Performer, Instructor | March 1997-present**

- Perform improvised comedy in weekly, all-ages, audience-participatory shows, for both public and private audiences, exercising creativity and teamwork.
- Exemplify and teach those skills through ComedySportz's youth and adult workshop programs.

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## EDUCATION

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**University of Wisconsin-Milwaukee | September 1996-December 2000**

- Bachelor of arts in journalism and mass communication with a minor in English.

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## AWARDS AND ACKNOWLEDGMENTS

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**Eagle Scout, Boy Scouts of America | August 1996**

- Received BSA's highest honor, earned by only 5% of members.