



DAVE NELSEN

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WORK EXPERIENCE

The Grammar Geek, LLC

Founder | March 2009-present

- Proofread and copyedit a wide variety of materials for clients around the world. I've had the opportunity to work on high school curriculum, university promotional materials, self-help books, cookbooks, mystery novels, technical articles, travel memoirs, white papers, master's theses, doctoral dissertations, advertising brochures, press releases, websites, dating guides, parenting blogs and children's books.
- Maintain relationships with regular clients, both corporate and academic.
- Write, produce and narrate a weekly podcast, Word-Origin Wednesday.
- 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.

Dragonfly Editorial

Editor | April 2017-present

- Edit journal articles and corporate communications on a freelance, part-time basis.

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, as assigned.

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 advertisements the office generated, including print, broadcast, online and outdoor.
- Created and maintained detailed style sheets for all clients.
- Proofread press releases, quarterly/yearly summaries, white papers and other materials for Cramer-Krasselt's public relations arm, CKPR, according to AP and house styles.
- Created new ad copy or online 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. Most features were written by quality assurance professionals who had little or no professional writing experience and whose native language often was not English.

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- 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.

OTHER WORK EXPERIENCE

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.

EDUCATION

University of Wisconsin-Milwaukee | September 1996-December 2000

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

AWARDS AND ACKNOWLEDGMENTS

Eagle Scout, Boy Scouts of America | August 1996

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