

Rebecca Goldberg
4219 South Othello Street, Apt. 344
Seattle, WA 98118
(206) 919-4250
rebecca@rebeccagoldberg.net

Skills and Accomplishments

- Designed company-wide templates and wrote Style Guide with input and collaboration with people from all levels of the company to ensure that work products reflected the company's brand and high standards for quality.
- Recognized as a peer leader and mentor in all aspects of work, leading to promotion to management position and recognition as an Associate.
- Awarded "Anchor Light," a traveling peer-nominated company award for "*Remaining cool, professional, accommodating, and producing excellent documents on schedule even when faced with increased demands and stretched resources. With Rebecca, you get the entire package – the cool personality, the personal touch, and commitment to quality.*"
- Advanced skills in MS Word, Excel, PowerPoint, Visio, and Adobe Acrobat. Proficient in MS Project, SharePoint, Access, and Photoshop. Familiar with InDesign and Illustrator. Quick to acquire new software skills.

Professional Experience

Self-Employed/On-Call (2012 to present)

Technical Editor

Technical editor for clients including environmental consulting firms and independent artists. Working on projects ranging from college application essays and cover letters to complex environmental documentation, in all cases ensuring that work was grammatically correct, stylistically and factually consistent, concise, and accessible to the intended audience.

College Planning Solutions, Inc. (Part-Time, Seasonal; July 2013 to present)

Editor

Editing college application essays with an eye toward helping students make a positive impression while still maintaining their personality and voice, with a strong focus on positive communication, constructive criticism, and performing the lightest edit possible to ensure that the work best represents each individual author.

Anchor QEA, LLC (formerly Anchor Environmental)

Document Production Manager/Lead Technical Editor (2008 to 2012); Promoted to Associate in 2010

While maintaining project assistant duties (see below) and workload, managed, hired, mentored, trained, and conducted annual reviews for growing staff of project assistants who provided document production support to the company. Oversaw the growth and development of the department, which grew from 4 to 12 team members and was regularly recognized throughout the firm for providing excellent quality and service.

Technical editor for complex documents, ensuring that work was grammatically correct, stylistically and factually consistent, concise, and met project manager, client, and agency expectations. Managed multiple project calendars and tasks, typically consisting of up to ten documents, ranging in size from 30 to 150 pages, per week.

Project Assistant (2003 to 2007)

Responsible for all aspects of production of technical reports with multiple authors including planning and scheduling, word processing, formatting, technical editing, reproduction, quality control, and distribution. Managed multiple projects, often with conflicting or shifting deadlines.

Assisted in the development of marketing proposals and statements of qualifications, often for federal agencies with detailed content and presentation guidelines. Typical tasks included formatting, gathering company qualifications and information, coordination with large groups of staff and subconsultants, editing for grammar and message, and final presentation of proposals.

Receptionist (2001 to 2002)

Answered phones and provided general administrative support, proofread technical documents and correspondence, served as backup to project assistants and other administrative staff.

Pacific Northwest Ballet

Membership Coordinator (2000)

Responsible for all fundraising programs for donors of less than \$2,000 annually, including writing direct mail solicitations, brochure text, telephone appeals, and acknowledgement letters; coordinating mailing lists; providing membership benefits to donors; assistance with database management and special events.

Education

BA, Theater Arts, University of Minnesota

Professional Certificate, *Directing for Stage and Screen*, University of Washington