

# WHITNEY MCGRUDER

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BA English, Editing minor  
Brigham Young University, Provo, UT  
Graduation Date: April 2014

GPA: 3.53

## VOLUNTEER EXPERIENCE

### FULL-TIME VOLUNTEER AUG 2011–FEB 2013

*Church of Jesus Christ of Latter-day Saints, Berlin, Germany*

Worked an eighty-hour workweek for eighteen months, dedicated to church and community service.

### COMMITTEE MEMBER AUG 2009–APRIL 2010

*Life, the Universe, and Everything (LTUE), Provo, UT*

Assisted in the LTUE Symposium for community members interested in sci-fi/fantasy literature. Led online SEO work for the symposium. Introduced special guests and speakers.

## SKILLS

InDesign, Photoshop, PowerPoint.

Quality developmental, substantive, and copy editing based on the clients' needs.

I read and review recently published indie novels. I leave reviews on Amazon, Goodreads, and my website.

I do my own SEO work for novels through Facebook, Pinterest, Twitter, Instagram, and witandtravesty.com.

## INTERESTS

Photography, cosplay, writing, cross stitching, hip hop dancing, and the Danish and German language.

Plays the piano, organ, and the clarinet.

## EDITING EXPERIENCE

### SENIOR CONTENT EDITOR AUGUST 2015–PRESENT

*Boostability, Orem, UT*

Performs QA reports for 2–4 editors to evaluate their editing and communication skills. I also train other new editors about SEO, communicating with writers, and speedy proofreading. Otherwise, I send emails weekly with my analyses, lead group activities, and lead group stretches to promote focus and team unity. Earned the Above & Beyond Award in 2016 which recognizes my efforts over a quarter for the entire department.

### SENIOR WRITER & COPYWRITER MAY 2015–PRESENT

*She Traveled, Salt Lake City, UT*

Provides weekly blog articles for an online small business, varying from 800–1000 words in length. My post popular posts surround topics like feminism and body positivity. Along with SEO-friendly posts, I contributed a lot of copywriting work to help rewrite product descriptions and the About Us text. I also provide social media support by scheduling posts and pins via Facebook, Pinterest, and Twitter.

### JUNIOR CONTENT EDITOR MAY 2014–JULY 2015

*Boostability, Orem, UT*

Performed copyediting, substantive editing, and proofreading for 400-word blog posts intended to improve search optimization for other companies. Consistently edited about 50 articles a day. Trained in popular SEO practices. Proficient in proofreading based on American, Canadian, and Australian grammar rules. Awarded Employee of the Month recognition in June 2015.

### FREELANCE EDITOR MARCH 2014–PRESENT

*Heather B. Moore, Precision Editing Group, Utah*

Received and edited 3 full fiction manuscripts and edited both for copyediting and substantive edits. I set aside my own time to edit from home to promptly finish each manuscript.

### ACQUISITIONS INTERN AUGUST 2013–APRIL 2014

*Cedar Fort, Inc., Springville, UT*

Worked for 10 hours a week. Read incoming manuscripts and analyzed writing skills for potential publication. Pitched solicited manuscripts and proposals found during work and after office hours. Wrote cover blurbs and ad blurbs for various nonfiction books. Created indexes for nonfiction works using InDesign.

### STUDENT EDITOR AUGUST 2010–APRIL 2011

*Stance: For the Family Student Journal, Brigham Young University, Provo, UT*

Assisted in editing and layout designing. Submitted own creative nonfiction piece, “Half American, Halv Dansk, all Fabulous” in the Summer 2011 edition. Worked as a volunteer for about three hours a week.

# REFERENCES

## FREELANCE EDITING

Jessica Frazier  
(801)362-7143  
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Angelika Offenwanger  
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Georgette Mayes  
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## WORK-RELATED

Katie Laulusa  
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