



katie@kbcopyediting.com
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Education

Bachelor of Arts (with honors),
English Language & Literature
University of Illinois at
Urbana-Champaign
May 2007

Skills

Copy editing
Proofreading
Fact-checking
AP Stylebook
The Chicago Manual of Style
Adobe InCopy and InDesign
ProofHQ
Kapost
Basic HTML coding
Mac and PC operating systems
Microsoft Office

Awards

Bronze Tablet Recipient,
Top 3% of the College of Liberal
Arts & Sciences, University of
Illinois at Urbana-Champaign
Apr. 2007
Yvonne S. Quinn and Ronald S.
Rolfe Scholarship, Aug. 2006
National Society of Collegiate
Scholars, Aug. 2004–Aug. 2010

KATIE BUNIAK

Qualifications

A seasoned copy editor and proofreader who thrives on grammar minutiae, has an eagle eye for details, and handles deadlines and multitasking with ease.

Experience

Copy Editor and Proofreader

KB Copy Editing LLC, kbcopyediting.com, Sept. 2014–Present

- Collaborate with clients on various projects, including magazines, custom publications, marketing materials, blogs, and web content.

Copy Chief

Cowboys & Indians magazine, Dallas, TX, Oct. 2010–Sept. 2014

- Copy edited and proofread magazine and marketing materials.
- Fact-checked front- and back-of-book materials and features.
- Tracked editorial budget and managed contracts and invoices.
- Developed three regular columns per issue.
- Maintained in-house style guide, training editorial staff as needed.
- Managed freelance fact-checkers, providing training and feedback.
- Managed communications, inventory, and shipping for fashion shoots.

Associate Editor

Cowboys & Indians magazine, May–Sept. 2010

Assistant Editor

Cowboys & Indians magazine, Sept. 2009–May 2010

Associate Editor

Schlager Group, Dallas, TX, June–Sept. 2009

- Proofread and edited documents included in literary reference series and American history textbooks.
- Trained editors and freelance writers.
- Managed freelance writers, providing training and feedback.

Copy Editor

Schlager Group, Dallas, TX, June 2008–June 2009

Editorial Assistant

Association Management Center, Glenview, IL, May 2007–June 2008

View testimonials at kbcopyediting.com.