

# Amy Beals

Technical Writer,  
Editor, Copyist

## Contact

### Phone

385-414-4692

### E-mail

amylbeals@gmail.com

## Skills

Creative writing



Proofreading



Consistent brand messaging



News writing



Editing skills



Proficient in Adobe CC



MS Office 365



## Software

Adobe CC



Seasoned Editor with 10 years of experience in editing, document design, proofing, and research/project management. Mastery of editing, proofing, instructional documentation. Highly successful at providing ongoing training, coaching, and monitoring of new editorial employees. Outstanding time management and communication skills.

## Work History

2013-08 -

Current

### Freelance Editor

*Self-employed, Lehi, UT*

- Determined readiness of written pieces, made changes and approved final versions for publication.
- Communicated directly with writers to collaboratively assess work and guide editorial improvements.
- Checked reference sources to verify dates, facts, and statistics.
- Set layouts and selected photos for stories to boost readership.
- Collaborated with writers and graphic designers to develop content schedules and plan workflows.
- Prepared, rewrote, and edited pieces to improve readability and impact.
- Collaborated with graphics department to develop and implement visual elements.
- Adhered to Chicago Manual of Style and internal style guides, educating staff on standards.

2013-08 -

Current

### Freelance Web Designer

*Self Employed, Lehi, UT*

- Planned website development, converting mockups into usable web presence with HTML and CCS.
- Wrote, analyzed, debugged and delivered clean, tested and maintainable codes.
- Evaluated application software packages and made recommendations to clients.
- Engaged with clients to plan and optimize site issues and queries.
- Validated third-party code to meet required standards for clients.

Excellent

Google G-suite



Very Good

Pages



Excellent

Microsoft Office 365



Excellent

Scrivner



Excellent

2013-05 -

Current

## Freelance Content Writer

*Self Employed Writer, Lehi, UT*

- Created monthly Excel spreadsheets to manage client projects and deadlines.
- Conducted extensive internet research to provide facts and statistics for articles and blogs.
- Added keywords, meta descriptions and alt image tags to increase SEO presence.
- Utilized exceptional writing, editing and proofreading skills to produce engaging and error-free content.
- Used Microsoft Word, Google Docs, and SharePoint to store and share created documents.
- Researched industry-related topics by performing interviews and researching online sources.
- Edited and proofread content to confirm proper grammar, quality, and consistency with Chicago Manual of Style.
- Composed original written material for various types of publications and submitted for approval by supervisor, editor or publisher.
- Authored 6 books with style and voice to fit selected genres.

2021-07 -

2021-08

## Freelance UX/UI Designer

*Vitality Medical, Salt Lake City, UT*

- Monitored emerging UX design trends and practices for useful techniques and cutting-edge developments suitable for integration into future projects.
- Maximized system performance, enhancing end-user experience by applying iterative back end development updates.
- Applied both qualitative and quantitative analysis techniques to continuously improve end-user experiences.
- Participated in design review meetings to brainstorm new UX developments through collaborative thinking.
- Performed manual testing on UX design elements

and complete UX designs, authoring feedback reports for use in future updates.

- Collaborated with Sales and Marketing personnel to create holistic UX vision and strategies.

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## Education

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2018-08 -  
2021-05

### **Bachelor of Science: English**

*Utah Valley University - Orem, UT*

- Awarded Cum Laude

2018-08 -  
2021-05

### **Associate of Science: Humanities And Social Sciences**

*Utah Valley University - Orem, UT*

- Awarded Honors

2020-05 -  
2021-05

### **Certificate of Proficiency: Technical Writing And Document Design**

*Utah Valley University - Orem, UT*

1993-08 -  
1995-06

### **Associate of Arts: Music**

*College of Eastern Utah - Price, UT*

- Awarded Magna Cum Laude

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## Additional Information

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Many of the Freelance projects were administered by NDA and cannot be disclosed. NDAs can be provided upon request.