

Michele Dagle-Snelson
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SUMMARY

Copyediting, proofreading, electronic editing, fact-checking, permissions, and writing. Over seven years of experience with publishing, new-media, and agency projects. Proficient in AMA, Chicago, and AP styles, knowledgeable about FDA guidelines, familiar with clients' medical/legal/regulatory approval processes, skilled in health literacy, and adept at revising copy to make it patient-friendly.

THERAPEUTIC CATEGORIES

Cardiovascular, gastroenterology, mental health, metabolic disorders, neurology, oncology, ophthalmology, pain management, pulmonary, reproductive health, and women's health.

FREELANCE EXPERIENCE

Copy Editor, 2004–Present

Editing for health care communication companies, advertising agencies, and Web clients, including:

PACE Inc., Parsippany, NJ, paceconnect.com

For this full-service professional and consumer advertising agency, copyedited, styled, and fact-checked promotional and educational materials from manuscript through prepress production stages.

Group DCA, Parsippany, NJ, groupdca.com

For this health care communications company, copyedited, styled, and fact-checked electronic copy, including e-detailing and website materials.

PFS Marketwyse, Totowa, NJ, pfsmarketwyse.com

Copyedited, proofread, and styled promotional materials for this marketing firm that works with health care companies.

STAFF POSITIONS

Senior Editor, 2007–2008, HealthEd, Clark, NJ, healthed.com

Copyedited, styled, and fact-checked promotional and educational materials from manuscript through prepress production stages for this patient education company. Worked closely with writers and health educators to resolve content and referencing issues. Evaluated materials to distinguish whether permissions were required, researched reference citations and copyright holders, and obtained written permissions.

Editor, 2003–2004, CDM Princeton, Princeton, NJ, clinedavis.com

As lead editor for three products, managed copywriting projects for pharmaceutical advertising agency. Copyedited, styled, and fact-checked a variety of promotional and educational materials from manuscript through prepress production stages. Worked closely with writers to resolve content and referencing issues. Handled permissions responsibilities. Assisted supervisor in managing freelancers. Created and maintained comprehensive style manuals.

Proofreader, 2002–2003, Baxter Healthcare, New Providence, NJ, baxter.com

Proofread package inserts, labels, and cartons for pharmaceutical company. Checked for style, consistency, grammar, punctuation, and format. Queried inconsistencies, reviewed proofs, and worked with art director to ensure accuracy, clarity, and appeal.

SOFTWARE

Acrobat Pro, Excel, HTML, InCopy, InDesign, PowerPoint, QuarkXPress, and Word

EDUCATION

B.A., Communications, Writing concentration, Ramapo College of New Jersey, Mahwah, NJ

PROFESSIONAL AFFILIATIONS

American Medical Writers Association (AMWA), Editorial Freelancers Association (EFA)