

GRACE CUMMINGS

COPY EDITOR & WRITER

grace.cummings0403@gmail.com | gracecummings.net | 318.816.9065 | Chicago, IL

FREELANCE WORK

Copy / Content Editing

At Large PR, 2019-present

- Proofread & correct written content for grammar & punctuation (manuscripts, plays, articles, blog posts, etc.).
- Review written content & give feedback for readability, plot continuity, sense, & quality.
- Adjust prose for sense & style.
- Organize fragmented works into order.
- Work with author/client to establish style guidelines, plot, content timeline, & overall goals.
- Meet periodically with author/client for feedback & goal readjustments.
- Offer ideas & solutions in places where development is needed.
- Verify factual accuracy of probative claims (scientific study results, poll percentages, etc.).

Writing / Ghostwriting

At Large PR, 2019-present

- Collaborate with client to establish their overall goals for the theme, storyline, and narrative.
- Establish a development timeline with client.
- Organize & compile all information from client into outline drafts until satisfactory.
- Integrate source materials & ideas into prose based on the approved outline.
- Turn in drafts to client according to development timeline schedule.
- Develop open communication to promote timely answers to questions to/from client.
- Implement notes, feedback, & changes as requested by the client.

Public Relations Editor

At Large PR, 2022-2023

- Proofread & correct guest posts, interviews, articles, & pitches for grammar, punctuation, syntax, & marketability within 24 hours of receipt.
- Verify factual accuracy of probative claims (book titles, name spellings, poll percentages, etc.).
- Adjust/rewrite prose for sense & clarity.
- Communicate with clients to gain approval & receive feedback on written content.
- Make adjustments to copy or communicate feedback to copywriters based on feedback from client.
- Maintain work database (Asana) to keep it updated on project progress & status.
- Collaborate with writers & PR agents to facilitate projects from step-to-step.
- Write pitches & press releases when needed.

SPECIAL SKILLS

- Style guides - MLA, APA, Chicago.
- Editorial specialties - spelling, grammar, punctuation, continuity.
- Online databases - Asana, G-suite, Outlook.
- 70-WPM typing avg.
- Excellent time-management.
- Clear & concise communicator.
- Confident public speaker.
- Quick study.
- Highly organized & detail-oriented.
- Proficient researcher.
- High work ethic.

EDUCATION

LOUISIANA SCHOLARS' COLLEGE,
Natchitoches, LA

Located at Northwestern State
University.

Bachelor of Science in Theatre,
conc. Performance & Directing,
m. Spanish

May 2022, *summa cum laude*

Thesis: *Playwriting, the Right to
Creative Power Over History:
Ethical or Not?*

Emilia, a play.