

CARMEL PRIORE-GARLOCK

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PROFESSIONAL EXPERIENCE

Developmental/Research Editor, Rochester Institute of Technology (2013-present)

Providing copy-editing, document formatting, and citation compliance services to graduate students, many in their second language. Advising faculty researchers on formatting, consistency, and publication procedures.

Content Writer, Second Avenue Learning (2016)

Wrote instructional content for human resource training video series. Collaborated with art director to integrate animations and illustrations into instructional modules.

Technical Editor, Xerox Corporation, contracted through Genuent (2016)

Provided technical editing services to the production of government proposals. Developed style guides and other job aids for technical writers. Met all editorial deadlines.

Technical Editor, Bosch Security Systems, contracted through Randstad (2015-16)

Copy edited sell sheets, user manuals, installation guides, and reference manuals. Developed style guides and proposals for professional development. Met all editorial deadlines.

Instructional Writer, Adapt Courseware (2013-2014)

Wrote interactive courseware used in online delivery of post-secondary courses in Accounting, Algebra, Business Law, and Marketing. Integrated animations into instructional modules, edited text, and formatted graphic elements. Designed practice questions that conform to adaptive e-learning model. Developed job aids for writing team. Met all editorial deadlines.

University Writing Program Faculty Member, Rochester Institute of Technology

(2006-13) Provided in-person and online writing assistance to students, faculty, and staff. Applied research findings to the revision of the instructional model; re-designed the home page to conform to the revised model.

Grant Writer, Urban Choice Charter School (2007-09)

Wrote grant applications for after-school programming (awarded \$15,808 by the M & T Charitable Foundation) and renovation of building (awarded \$215,446 by the NY State Education Department). Wrote Charter Renewal Application submitted to NY State Education Department.

Insight Grants Development, LLC (2007-08)

Researched and wrote grant applications to support nutrition and wellness programs in elementary schools (submitted to General Mills Foundation, Polar Active/National Association for Sports and Physical Education, the US Potato Board).

Research Writing Faculty Member, St. John Fisher College (2002-06)

Designed and delivered inter-disciplinary research writing courses. Developed and implemented developmental assignments and evaluation schemas.

Technical Writer, First Consulting (2004)

Designed product inserts and translation workflow documentation, prepared technical specifications for translation, and re-branded marketing materials (for Bosch Security Systems).

Online Course Author/Editor, Synergistics, Inc. (2001-03)

Converted coursework to online delivery. Programs included Business Administration, Health Care Services, and Criminal Justice (for Connecticut Distance Learning Consortium, Roberts Wesleyan College, and Charter Oak State College).

Instructional Designer, Gillespie Associates (2000-01)

Developed online, instructor-led, and self-paced instructional materials for Enterprise Resource Planning, sales, and customer service training programs (for Eastman Kodak Company, Xerox Business Systems, and Adelphia Communications).

**Visiting Assisting Professor, National Technical Institute for the Deaf/
Rochester Institute of Technology (1987-2000)**

Taught courses in Academic Writing, Technical Communication, and Nonfiction Reading; served as a language skills consultant to the development of AOS technical degree programs.

EDUCATION

M.S. in Education, Canisius College

B.A. (Honors Curriculum) in English, Canisius College

Certificate in Technical Communication, Rochester Institute of Technology

Dow Jones/Newspaper Fund Fellowship in Scholastic Journalism, American University

Coursework in Grant Writing, Nonprofit Works

COPY EDITING PORTFOLIO (selected from 2000-present)

**Andrew W. Mellon Advanced Residency Program in Photograph Conservation,
George Eastman House and Image Permanence Institute**

Capstone research project reports

Cary Graphic Arts Press, RIT

God's Country: Historic Chapels and Churches of the Genesee Valley,
Phyllis Pittman Kitt

Golisano College of Computing & Information Sciences, RIT

Master's Theses

NTID/RIT English Department

Multi-level developmental curriculum in Academic Writing, Nonfiction Reading, Technical
Communication, and Literary Studies

NTID/RIT Instructional Television Department

Open captions for instructional videos (for RIT, US National Parks Service, Office of Special
Services, The Strong Museum, and Hillside Children's Center)

Parallel (People Allied in Early Loss)

Pamphlets used in infant loss bereavement counseling

Ralph C. Wilson, Jr., School of Education, St. John Fisher College

Doctoral dissertations

Roberts Wesleyan College

Graduate coursework in Organizational Management and Business Administration

Rochester Institute of Technology University Press

Index of RIT: The First Hundred Years, Dane Gordon

School of Photographic Arts and Sciences, RIT

Feature articles for *Positive/Negative Magazine* and Illustration Design competition

School of Media Sciences (formerly School of Print Media), RIT

Master's theses and graduate research reports, *Thesis Preparation Manual*, grant proposal,
and style sheet

AFILLIATIONS

Society for Technical Communication

Browncroft Neighborhood Association

Friends of School of the Arts

Canisius College Alumni Association

George Eastman House

Memorial Art Gallery

DiGamma Honor Society

Writers & Books

CARMEL PRIORE-GARLOCK

PROFESSIONAL REFERENCES

Instructional Writer, Adapt Courseware

I am happy to recommend Carmel Priore-Garlock to you. Carmel has many great qualities, but the one I appreciated the most (besides her great writing ability) was her follow-through. If Carmel says she will do something, she will do it, and on time, and done right. In the chaotic world of a startup, it's wonderful to have a little stability, and Carmel can provide that. She is very team oriented, takes on whatever you send her way, and is, on top of all that, a genuinely nice person. If you have the opportunity, you will be glad you decided to go with Carmel. She's a great addition to any instructional design or tech writing team.

-- **Clare Dygert**,^{{L}{T}}_{SEP} Senior Instructional Designer at SweetRush

I've had the pleasure of working with Carmel on a number of courses at Adapt. In particular, Carmel and I worked together a great deal on Adapt's Intermediate Algebra course. As a technical writer, she wrote intelligent and comprehensive activities in mathematics and displayed great range as a writer. Carmel responded well to feedback and her work was prompt and professional. She is one of Adapt's longest standing technical writers, and a wonderful coworker. I hope I have the opportunity of working with her again!

-- **Rebecca Astheimer**, Instructional Designer

Developmental Editor/Research Editor, School of Media Sciences,

Rochester Institute of Technology^{{L}{T}}_{SEP}

Carmel is a detail oriented, efficient, and highly skilled copy editor who is wonderful to work with. I hired Carmel to edit my master's thesis and she did a fantastic job. The technical content was handled with ease and she helped ensure easy readability and concise explanations. I feel truly lucky to have been able to work with her on such an important project. She is very kind, patient, and easy to work with. She went above and beyond and for that I would recommend her to anyone who is looking for a reliable, competent, and efficient copy editor.

-- **Natalie Russo**,^{{L}{T}}_{SEP} Digital Imaging Specialist^{{L}{T}}_{{SEP}{SEP}}

Grant Writer/Instructional Writer, Urban Choice Charter School

I had the distinct pleasure of working with Carmel when we hired her to assist in preparing a grant for a charter school where I was on the Board of Trustees. Carmel was thorough, responsive and showed significant expertise in her field in helping us to write the grant. I would highly recommend Carmel in any position that required writing skills and, in particular, any grant writing activity.

-- **Susan Fox**, Prospect Researcher at Rochester Institute of Technology