

Gail Marlene Schwartz

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www.gailwrites.net

DEVELOPMENTAL AND COPY EDITOR

**Cultivated Communicator * Fastidious & Diplomatic Prose Shaper
Deadline-Driven Team Player * Passionate Storyteller**

- Provide editing services for authors, businesses, and nonprofit organizations
- Edit books for cohesion, coherence, engagement, and structure
- Help writers tailor their messages to specific audiences
- Revise transcriptions into fluid prose
- Build trusting long-term relationships with colleagues and clients, enabling deep, creative, and effective campaigns and communications.
- Communicate skillfully, maturely, and constructively, resulting in increased team functionality.

SELECTED EXPERIENCE

Gail Writes, virtual office, *Editor and Content Writer*, 2011-present

- Provide developmental and copy editing for clients around the world
- Write and edit content including books, e-books, website copy, executive summaries, grant applications, email, social media, blogs, NGO reports, and other promotional media
- Provide clients with questions and suggestions to help them think more deeply and comprehensively about their messages
- Ensure projects comply with style guides (house, CMS, AP)
- Clients include Facile a Lire, Aplomb Consulting, Publish Your Purpose Press, Nectar Communications, Kinside, Naz and Matt Foundation, Resonance Global, The Tapping Solution, Montreal Dialogue Group, International Playback Theatre Network, and AQED

Community College of Vermont, online and at various centers, VT, *Instructor*, 2001- 2024

- Taught writing and communications to diverse college students in synchronous Zoom format and in person
- Adapted classroom activities to foster student connection in an online learning environment
- Tailored pedagogy and writing instruction processes to students' different learning styles
- Edited student papers to teach structure, grammar, and usage in essay-writing

Hotch Potch Literature and Art, online, *Founding Editor*, December 2021-present

- Initiated new collectively-structured online literary journal
- Developed operations processes for seven-member collective
- Organized Zoom meetings and online workspace
- Facilitated brainstorming sessions for group name, mission statement, and group goals/values
- Served as Managing Editor for first and second issues

Cobalt Press, Baltimore, MD, *Fiction Editor*, July 2019-January 2022

- Selected short stories for publication in digital literary magazine
- Reached out to MFA programs to increase breadth and diversity of submissions
- Provided developmental editing for all published short fiction

JogAlong Stroller, Wichita, KS, *Content Curator and Editor*, 2015-2020

- Drove consumer interest and engagement with excellent writing and storytelling skills
- Designed and implemented successful content marketing strategy to build mailing list from 100 to 6,000 subscribers
- Edited client and freelancer copy for style, grammar, logic, flow, and repetition
- Met all deadlines for deliverables while maintaining top-notch quality
- Selected and produced all content for monthly blog and copyedited articles from freelance contributors

Multiple Publications, *Freelance Journalist*, 2010-2015

- Crafted articles for multiple publications including *Parents Canada*, *International Playback Theatre Journal*, *GoMag*, and *Vivre le Primaire*
- Demonstrated excellent writing skills by serving as “go-to” reporter for *Parents Canada* articles about potentially sensitive topics including gay marriage and parenting transgender children

Verse Brand Strategy, Atlanta, GA, *Copywriter*, 2017- 2018

- Collaborated with marketing strategist to rebrand 750-member association
- Teamed with CEO on writing Corporate Sponsorship Packet, resulting in substantial reduction in CEO hours spent prospecting
- Used storytelling, humor, and demographic segmentation to ghostwrite blog articles for CEO

350VT, Burlington, VT, *Volunteer Editor*, January 2019-March 2021

- Created new online magazine focused on climate change with volunteer committee
- Drafted mission statement, calls for submissions, and editor’s statement for two issues
- Edited 20 essays and seven poems

Author

- *Boyhood Reimagined*, essay collection (co-editor), Motina Press, forthcoming 2025
- *Falling Through the Night*, adult novel, Demeter Press, winter 2024
- *My Sister’s Girlfriend*, middle-grade novel, Rebel Mountain Press, fall 2022
- *The Loudest Bark*, picture book, Rebel Mountain Press, fall 2021
- *Clementine in Quarantine*, high-low chapter book, Facile à Lire, June 2021
- Short stories and essays including
 - “Inside, Crying,” *CausewayLit*, 2019
 - “Not Stalking You in Frelighsburg,” *Crack the Spine*, 2019
 - “Loving Benjamin,” *Swelling with Pride*, Caitlin Press 2018
 - “Crocodile in the Elevator,” *The New Quarterly*, 2018
 - “Chosen,” *Lilith Magazine*, 2018

EDUCATION / TECHNICAL SKILLS / ADDITIONAL INFORMATION

BA, English, cum laude, Tufts University, Medford, MA

MFA, Interdisciplinary Arts (writing and performance), Goddard College, Plainfield, VT

JD, Northeastern University School of Law, Boston, MA

Technical skills: Zoom, G Suite, Slack, Twist, WordPress, Mailchimp, Basecamp, iContact

Memberships: Editorial Freelancers’ Association, Inked Voices online writers’ community

Editing portfolio:

<https://drive.google.com/drive/folders/1MxHjU7c3t9V05MLuqJqlk0feHSaABu6t?usp=sharing>