

# Tracy L. Tiritilli, MS

## Editor, Writer

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## PROFESSIONAL PROFILE

Highly skilled, creative, analytical, and detail-oriented editor/writer with master's degree in Professional Writing. Specialty in developmental editing—particular talent for rewriting/restructuring the work of others through careful analysis. Skilled copy editor and proofreader. Demonstrated ability for taking writing projects from inception to completion, working with writers and subject matter experts to craft documents that are carefully organized, highly readable, easy to use, and grammatically correct, regardless of topic. Experienced with both print and online publications and with critique and editing of nonfiction books, articles, and academic works. Certified educator and classroom trainer with experience composing and organizing training materials and curriculum.

## TECHNICAL EXPERIENCE

Advanced experience with a variety of software applications including Microsoft Office (Word, PowerPoint, Excel, Outlook, and Visio); Sun Microsystems OpenOffice (Writer and Impress); Lotus Notes; and Adobe Acrobat, Photoshop, and Dreamweaver. Experience editing HTML and XML.

## EXPERIENCE AND KEY ACCOMPLISHMENTS

### Freelance Editor and Writer

TLT Editing, Bryn Mawr, PA

April 2009–Present

- Freelance editor and writer specializing in substantive and developmental editing of nonfiction books and articles, academic works, curriculum, internet content, and technical documentation.
- Expertise in formatting and style issues. Substantive editing includes comprehensive examination of style and format with respect to style guide being used; experienced with multiple styles and formats.
- Writing and editing tasks entail performance of audience analysis to produce materials that are clear and effective; experienced with projects that target specific audiences of various ages and levels.
- Types of writing and editing have included doctoral-level academic papers, adult curriculum, nonfiction books for adults and children, website content, and technical documentation.

### Technical Editor

State Farm Insurance Corporate Headquarters, Bloomington, IL

September 2004–July 2008

- Corporate experience in a team environment editing technical, instructional, and procedural documentation for a large intranet site. Site served roughly 10,000 users in the Systems department. Edited content, HTML, and XML.
- In a four-year period, improved efficiency to allow the site to double in size from approximately 1,500 documents to 3,000, along with several hundred accompanying images and diagrams.
- Performed detailed editorial reviews of the site's documents, diagrams, and images on an annual cycle, maintaining an extensive database and document management system.
- Managed subject matter expert review process for annual evaluations and edited according to department needs. Published updated and new documentation weekly.
- Created original documentation through collaboration with technical analysts and upper management.
- Edited budgetary request papers for senior executive audience. Papers contained detailed information about technical software and related issues and presented recommendations regarding budgeted hours and software purchases. Editorial process involved the use of rhetorical strategies to present the case, make recommendations, and persuade executives to approve purchases and man hours.
- Participated in extensive site redesign, individually updating HTML coding for each document plus accompanying XML file, a task that was accomplished in one week.

- Developed new styles and standards for each document type, then implemented new protocols to streamline editorial review and allow for greater volume of documentation.
- Revised each individual document to conform to new styles and standards.
- Used a variety of graphics development software for extensive reworking of images and diagrams, sometimes completely recreating them, to adhere to new standards and protocols.
- Performed research on technical subjects.
- Contracted through TEKsystems, Bloomington, IL. Strong performance led to annual renewals.

### **Freelance Web Content Writer**

Branmarc Designs, St. Augustine, FL

June 2004–September 2004

- Performed freelance editorial and writing work on a not-for-profit organization's website.
- Conducted interviews with staff members to compose biographical pages and determine what information they wanted to convey regarding individual departments. Used interview material to write original content and revise previous content. Applied rhetorical methods to create an inviting Web persona and enhance the organization's community presence.
- Researched background information.
- Consulted with Web designer and clients to refine structure and content elements.

### **Writer/Editor**

Ecology Action Center, Normal, IL

January 2004–May 2004

- Researched and composed original environmental articles for print publication. Edited existing articles.
- Produced energy analysis documentation for small business and college curriculum applications.
- Composed and formatted newsletters.
- Conducted rhetorical research leading to master's thesis.
- Made recommendations regarding improvements for the production of documentation and newsletters.

### **Graduate Assistant**

English Department, Illinois State University, Normal, IL

August 2002–May 2004

- Instructor of English 101: a Microsoft Word-based course designed to teach incoming students how to write college-level papers.
- Devised curriculum and composed original teaching materials.
- Trained students in critical analysis, writing for various genres, peer review, and revision technique.
- Taught research methodology, use of online databases, and MLA reference format.
- Managed the work of undergraduate assistants, advising and guiding them in rubric and student issues.
- Served as writing tutor in the University Center for Learning Assistance.

### **Internal Services Coordinator**

State Farm Insurance Illinois Regional Office, Bloomington, IL

March 1999–August 1999

- Primary contact for Administrative Services department.
- Used internal phone, computer, and radio systems to process work and service requisitions.
- Assisted other departments in troubleshooting building maintenance issues.
- Contracted through Kelly Services, Bloomington, IL.

## **EDUCATION**

**Master of Science** – Professional Writing, Illinois State University, Normal, IL

- GPA 4.0/4.0
- Emphasis, Interest, and Research Focus – Technical Writing, Editing, Creative Nonfiction, and Rhetoric
- Thesis – “Community Appeal: An Analysis of Ethos Construction in Documents from the Ecology Action Center”

**Bachelor of Science** – Theatre Education, English minor, Illinois State University, Normal, IL

**Bachelor of Arts** – Drama, Evangel University, Springfield, MO