

GEORGE R. McDANIEL
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Development Editor and Copy Editor with many years' experience in publishing and in the information technology field. I have a master's degree in English, have command of a wide range of word processing and web tools, and am thoroughly familiar with many publishing styles.

PROFESSIONAL EXPERIENCE

May 2018 – Present

Freelance Webmaster, Social Media Consultant, Maintain WordPress websites; manage social media (Facebook, Twitter) and write daily blogpost for AIC Foundation.

May 2013 – May 2018

Freelance Editor, Edit technical articles and web content for IBM Corporation. Convert Microsoft Word-based documents to XML and HTML.

SAS Institute, Cary, NC

April 2008 – May 2013

Development Editor, SAS Press. Managed multiple book projects simultaneously. Worked with authors to plan, write, edit, review, and produce full-length books in hardcopy and ebook formats. Received numerous editing awards from Society for Technical Communication.

April 2004 – April 2008

Technical Writer. Wrote user documentation for SAS Intelligence Platform Administration and SAS Data Integration Studio products.

IBM Corporation, Raleigh, NC

September 1982 - October 2003

Web Developer, IBM Marketing, 1998-2003

Created and maintained internal and external IBM websites supporting numerous software products and a wide range of corporate initiatives.

Technical Writer/Editor 1982-1998

Led product documentation teams. Used ID Workbench to create and edit customer documentation for many software and hardware products.

Copy-edited work for a department of 20 writers, working closely with writers to ensure quality of the written product, adherence to corporate standards, and uniformity of style.

Received numerous awards for writing and editing from the Society for Technical Communication.

Conducted workshops and other educational presentations for beginning and experienced writers.

IBM Terminology Standards Representative 1989-1995

While creating and editing product documentation, served as IBM Corporate Terminologist, maintaining terminology standard documentation used corporate-wide. Compiled, edited, and negotiated publishing contract with McGraw-Hill for the *IBM Dictionary of Computing*. Represented IBM to American National Standards Institute and International Organization for Standardization (ISO).

Educational Media Service

North Carolina State University, Raleigh, NC
1981-1982

Videographer, Script Writer

Scripted and produced video public service announcements.

John F. Blair, Publisher, Winston-Salem, NC

1979-1981

Acquisitions Editor, Copy Editor

Edited works of history, environmental studies, biographies and other books for trade publisher. Evaluated submissions from prospective authors. Worked with authors to complete manuscripts. Performed copy-editing of projects. Created indexes and wrote jacket copy. Worked with book designers, marketing department, and sales throughout publishing process and thereafter.

Time-Life Books, Alexandria, VA

1978-1979

Editorial Assistant

Performed research for series of how-to guides (*The Good Cook* series).

UNC Press, Chapel Hill, NC

1977-1978

Freelance Proofreader

Proofread page proofs for a variety of scholarly books.

EDUCATION

MA, English, University North Carolina, Chapel Hill, NC
BA, Philosophy, North Carolina State University, Raleigh, NC

PROFESSIONAL CERTIFICATIONS & COURSES

Book Publishing Institute, University of Denver, Denver, CO
Webmaster Certification, North Carolina State University, Raleigh, NC
Certificate, Communicating Technical Information, MIT, Cambridge, MA
Certificate, Computer Programming, North Carolina State University, Raleigh, NC

SKILLS

- HTML ▪ Adobe PhotoShop ▪ Dreamweaver ▪ JavaScript ▪ Microsoft Project ▪ WordPress
 - Microsoft Office Suite (Word, Excel, PowerPoint, Access) ▪ Adobe Acrobat Pro ▪ Cascading stylesheets ▪ Ebook conversion software ▪ AP Style Guide and templates ▪ Project time management
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