

STEPHEN SINGERMAN

STEPHEN@GPEDITORIAL.COM 646-854-8850

WORK EXPERIENCE

GREEN PENCIL EDITORIAL, NEW YORK, NY

Founder, Editor, Translator, 7/2015–present

- Copy edit, proofread, and translate legal, business, academic, and personal documents, including expert witness testimony, job applications, doctoral theses, and personal essays.
- Have earned consistently positive feedback under very tight deadlines.

GLITTERATI INCORPORATED, NEW YORK, NY

Freelance Copy Editor, 5/2015–present

- Copy edit, fact-check, and proofread mass-market coffee-table books for boutique fine art publishing firm.
- Notable authors have included former *Town & Country* editor Pamela Fiori and gossip columnist Liz Smith.

REJUVENATION MD NYC, NEW YORK, NY

Practice Manager, 5/2016–present • Office Manager, 8/2015–4/2016 • Admin Assistant, 1/2014–7/2015

- After second promotion in two years, assumed responsibility for daily operations and managed six-figure sales of rapidly expanding aesthetic medicine practice.
- Hired and trained administrative personnel to work in extremely fast-paced office environment.
- Designed and produced print and web-based promotional materials.
- Edited and oversaw sales and promotions offered through third parties, including Facebook, Yelp, and Groupon.

VERANDA, ATLANTA, GA, AND NEW YORK, NY

Copy Editor, 1/2011–3/2012 • Associate Editor, 9/2007–12/2010

- Fact-checked and proofread Hearst interior design and architecture magazine with circulation of half million.
- Provided final approval for all pages before sending to press.
- Created and revised in-house style guide.
- Proofread coffee-table book, *The Houses of Veranda*, written by magazine's editors and published by Hearst Book

MCGRAW-HILL EDUCATION, NEW YORK, NY

Digital Language Consultant, 1/2011–2/2012

- Copy edited all content and customized activity templates for online Spanish-language education software.

AFRICA FILM PRODUCTIONS, SALAMANCA, SPAIN

Spanish-to-English Translator, 1/2005–2/2011

- Translated 30 commercially broadcast documentaries about indigenous tribes of Africa and Asia.

COLEGIO MESETA DE ORCASITAS, MADRID, SPAIN

Fulbright Scholar, 8/2006–6/2007

- Received Fulbright Scholarship to teach English to more than 100 Spanish-speaking primary school students.

EDUCATION

EMORY UNIVERSITY, ATLANTA, GA

BA, double major in Spanish and anthropology, minor in linguistics, 9/2002–5/2006

Received merit-based, full-tuition Robert W. Woodruff Scholarship. Achievements: Phi Beta Kappa, Emory Scholars Program, 4.0 GPA in Spanish, 3.8 GPA overall, Award for Overall Excellence in Spanish.

UNIVERSIDAD DE SALAMANCA, SPAIN

Programa de Intercambio Internacional, 9/2004–1/2005

RELEVANT SKILLS

Fluent in Spanish. Conversational French and German. Proficient in AP, Chicago, and MLA styles. Experience with Microsoft Office, Adobe Acrobat, InCopy, InDesign, Photoshop, QuarkXPress, and K4. Basic web design and HTML.