



Shana Bell

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Summary

Experienced proofreader and copy editor with a proven track record collaborating with major publishers and diverse clients across various industries. Proficient in adhering to industry-standard publishing style guides, adept at multitasking, and known for delivering valuable feedback. Skilled in design and proficient in utilizing an assorted range of software tools. Additionally, brings valuable experience in education and administrative support.

Education

Middle Tennessee State University

Murfreesboro, TN

Bachelor of Arts in English

Graduation: 7 May 1996

- Minors: Secondary Education and French
- Cum Laude Graduating Honors
- GPA: 3.59
- Attended Fall 1992-Spring 1996 with a full academic scholarship
- Also earned 6 credit hours in graduate-level courses in library science: Books and Media for Children, Classification and Cataloging Media and Materials

Experience

Shana Bell, Proofreading and Copy Editing Services

February 2004-present

Freelance Proofreader, Copy Editor, Indexer, and Transcriptionist

516 Wedgewood Dr.

Gulf Shores, AL 36542

Duties and Accomplishments:

- Proofreads books in multiple genres for major publishers, including Thomas Nelson/HarperCollins, Worthy, and WND Publishing. Genres include fiction, non-fiction, children's literature, self-help, religious, historical, and instructional manuals.
- Collaborated with well-known authors, including Ted Dekker, William J. Bennett, David Jeremiah, James E. Rogan, Tom A. Coburn, and Dan Bongino.
- Utilizes industry-standard publishing style guides and in-house publishing style guides to ensure proper grammar, usage, syntax, formatting, and citations.
- Manages multiple projects with varying deadlines, providing publishers with editing milestones in the overall publishing process.
- Provides valuable feedback and suggestions to clients on design, illustration, written documents, and books.
- Uses a range of software tools, including Microsoft Word, Adobe Acrobat Pro, InDesign, and other PDF markup software, based on client needs.

- Routinely addresses formatting, spelling, English grammar, sentence syntax, punctuation, tone, word choice, usage, footnotes, end notes, and references, cross-checking and fact-checking when necessary.
- Employs track changes mode during manuscript phases to ensure client awareness and approval of all changes.
- Utilizes traditional proofreading marks on hard copy when requested by the client in accordance with standard editing guides.
- Employs standard proofreading and editing tools in Adobe Acrobat Pro as directed by the client.

Wheeles Karate and Jiu Jitsu

December 2019-present

Administrative Assistant and Assistant Coach

2050 E 2nd St.

Gulf Shores, AL 36542

Duties and Accomplishments:

- Manages orders and financial transactions using Microsoft Excel, Square, SwipeSimple, and proprietary online software.
- Facilitates new customer onboarding with procedures, tuition payments, scheduling, and merchandise.
- Imports key files, records, and contracts to proprietary online software.
- Responsible for computer-based information programs for student access portals, data entry, and documentation.
- Conducts data integrity for proprietary online email communication and billing systems, and then documents the need for corrections to implement from point-of-contact with customers, identifying contract or database anomalies and issuing corrections as needed.
- Enters essential and non-essential customer information into proprietary online software and verifies accuracy of information.
- Collects and analyzes information and data for reports for supervisor and students.
- Advises supervisor about key documents for reports and communication.
- Compiles, classifies, presents, and reports and files student, developmental, and financial transactions using automated databases and software applications.
- Reviews/applies student/school regulations and procedural manuals.
- Assembles guides and documents for students for easy reference of expectations and education within the martial arts school.
- Reviews outgoing correspondence for supervisor to ensure material is presented in compliance with protocols of both the business and the martial arts school.
- Manages communications for students and parents about activities, special events, schedules, guidelines, and instructions.
- Organizes and instructs fitness classes for students based on specific ages, goals, and needs. This includes Rock Steady Boxing, for which I am a certified boxing coach for Parkinson's patients. Also, as a first-degree black belt karate student, I assist with teaching several of the lower belt classes and with the after-school student program.
- Researches and implements new exercises for students to ensure growth and

improvement of skills that are needed.

- Communicates clearly in both oral and written forms to resolve any employee or customer issues.
- Applies technology to tasks by assembling and creating multimedia presentations, videos, and social media for marketing and informational purposes, using Facebook and YouTube, and in-person presentations using Keynote, PowerPoint, and QR code technology.
- Coordinates and implements periodic screening assessments for students.
- Compiles supporting information to use in routine and non-routine decision-making processes, including efficient use of forms to ensure all information is entered in office online record-keeping system, assessments for determining class placement, and needed changes in business website to ensure that information is up-to-date.
- Receives project assignments from supervisor and ensured that project schedules are maintained, and all milestones are met.
- Works with customers using visual materials, phone etiquette, and email communication to convey necessary information and answer questions on demand and in a timely manner.
- Selects appropriate graphic, illustration, photographic and video techniques or any combination to be assembled into visual products.
- Uses knowledge and skill in art media, creative technologies, materials, and reproduction processes in order to review, analyze, advise, and execute work assignments, using a variety of software from Adobe, Microsoft, Google, and iOS system programs.
- Plans and designs visual information material including printed publications, multimedia, video, photography, exhibits, lists, announcements, logos, signs, and certificates.
- Performs front-end analysis of all work assigned and follows established procedures and guidelines while applying knowledge and artistic abilities.
- Successfully applied for additional funding for a Parkinson's Foundation grant later given to Rock Steady Boxing in Gulf Shores, run as a support service by the martial arts school.

Bedford County Board of Education

August 2000-May 2001

Homebound Teacher

500 Madison St.

Shelbyville, TN 37160

Duties and Accomplishments:

- Served as a liaison between classroom teachers and students who were physically bound at home due to illness or other reasons, visiting their homes on a weekly basis.
- Advised and instructed students on assignments from their classroom teachers for each of their semester subjects, utilizing classroom curriculum on an individual level.
- Developed and implemented personalized teaching methods to assist students in completing their assignments and tasks.

- Proctored assessments in collaboration with students and ensured the timely and accurate return of results to classroom teachers as needed.
- Maintained regular communication with classroom teachers and the Board of Education to report on student progress, providing valuable insights and feedback.

Shelbyville Central High School, Bedford County Board of Education

August 1998-May 1999

English/Language Arts Teacher

401 Eagle Blvd.

Shelbyville, TN 37160

Supervisor information available upon request.

Duties and Accomplishments:

- Developed and created effective lesson plans from curriculum and literature tailored to the unique learning styles of ninth-grade students, including ESL learners, to achieve periodic and semester goals.
- Participated in relevant teacher training days for continuous professional development, staying current with best teaching practices.
- Meticulously graded essays and other assignments with a keen eye for detail, providing constructive feedback to support student growth.
- Conducted daily instruction for approximately 125 students, fostering an engaging and inclusive learning environment.
- Maintained open and clear communication with school administrators and parents through conferences, as well as written communication via letters, memos, and emails.
- Consistently met deadlines for assessments and periodic grades, ensuring timely feedback for students and parents.
- Contributed to extracurricular activities at the school, enriching the overall student experience.

Cornersville School, Marshall County Board of Education

August 1996-May 1998

English/Language Arts and Theater Teacher

323 S Main St.

Cornersville, TN 37047

Supervisor information available upon request.

Duties and Accomplishments:

- Taught seventh and ninth-grade language arts, English literature, and theater to large classes of students with varying learning styles on a daily basis, ensuring the achievement of quarterly educational goals.
- Participated in teacher training days, engaging in professional development activities, including media and software training, to enhance teaching skills.
- Coordinated and directed theater productions for students to be presented to the student body, assigning and instructing students in various roles throughout the production process.
- Provided progress reports and quarterly assessments for students, delivering valuable feedback to support their growth and development.

- Actively contributed to extracurricular activities at the school, enriching the overall student experience and fostering a sense of community.

Honors and Awards

- Graduated with Cum Laude honors from Middle Tennessee State University, May 1996.
- Received a full tuition academic scholarship from Middle Tennessee State University from Fall 1992 to Spring 1996.
- Inducted into the Tau Omicron Women's Honor Society in October 1994.
- Inducted into the Gamma Beta Phi Honors Society in November 1994.

Skills & Other

- **Microsoft Office Suite:** Proficient in Word, PowerPoint, and Excel for routine tasks.
- **Google Suite:** Regularly use Google Docs, Sheets, and Meet for collaboration and communication.
- **iOS:** Advanced experience with Pages, Keynote, and Numbers for mobile productivity.
- **Adobe Creative Suite:** Designs flyers, pamphlets, and forms for clients using Adobe Acrobat Pro, InDesign, Photoshop, and Lightroom.
- **Social Media Management:** Assists in managing Facebook page and private student group for local business.
- **Windows:** Experienced in both Windows and iOS operating systems.
- **Typing:** Average speed of 60 words per minute.

Certifications

- **Rock Steady Boxing Assistant Coach:** Received specific training to provide and teach functional strength and balance exercises to help with everyday life to Parkinson's patients with specific symptoms. Received certification in January 2019.
- **RRCA Level I Coach:** Designs targeted plans for runners with specific goals. Received certification in September 2017.
- **Shodan Black Belt:** First degree black belt in Yoshukai Karate, earned in February 2023.
- **TN Department of Education:** Professional Teaching License held from 1996-2021.

Volunteer Work

Share The Beach (Alabama Coastal Foundation)

April 2017-present

- Educates the public on endangered sea turtles and methods to mitigate human interference with successful sea turtle nest hatchings.
- Routinely trains new volunteers with protocols and duties following the USFW Alabama Sea Turtle Conservation Manual.
- Assists nesting turtles and hatchlings during sea turtle nesting season, which includes locating nests, marking, protecting from predators, and monitoring nests until hatching.

- Collects valuable data during the season, including weather conditions, predatory attempts, and artificial lighting interference with hatching sea turtles.
- Conducts nest excavations and records results after hatching, reporting data to USFW for analysis.

Girl Scouts USA

September 2004-May 2007

- Served as a Co-leader for the troop, providing guidance and support to the girls.
- Assisted in sales activities to benefit both the local troop and chapter of the organization.
- Organized field trips and supervised overnight and day camping outings for the troop.
- Conducted activities with troop to help them achieve specific goals as outlined by the GSUSA handbook.