

**Jill Kelly, PhD**  
Editing Coaching  
503-235-2019  
**jill@jillkellyeditor.com**  
**www.jillkellyeditor.com**

**Education:** BA, MA, PhD in languages

**Languages:** I am fluent in French and have edited in French and translated in both directions. I am also fluent in APA formatting.

**Professional Work History:** For 14 years, I worked full-time as a college professor at two academic institutions in the East. In 1996, I began freelancing as a writer and editor for businesses and individuals.

- I have done writing workshops for Lockheed Martin and Sun Microsystems as well as writing classes for doctoral candidates at the OHSU School of Nursing and George Fox University.
- I am the former editor of the Portland monthly magazine *The Woman's Journal* and former copyeditor for the professional *Journal of Manual and Manipulative Therapy*.
- I am a contract editor for the University of Portland School of Nursing, the California State Auditor's Office, and the research division of Casey Family Programs.
- I also edit for various graduate departments at several online universities.
- I also continue to teach writing for clear communication for business and health professionals, both native and non-native speakers.

**I am in the final stages of a large analytic project for a major national foundation. Jill's editing has been instrumental, and she is a superb editor. What's more, she is an easy and enjoyable work partner and colleague; she is adroit without intruding upon content or style; and she is responsive, meets deadlines, and diplomatic.**

**—Hildegard Ayer, Consultant, Spokane, WA**

### **Business Editing Clients**

California State Auditor's Bureau: reports (contracted position)  
Casey Family Programs: white papers, journal articles, textbooks (contracted position)  
Francois Jean, PhD, Director of FINDER research institute: microbiology grant applications, scientific papers for publication  
Hood River County Chamber of Commerce: website and marketing materials  
OHSU School of Nursing: grants  
University of Seattle School of Nursing: accreditation materials  
Japanese Garden Society of Portland: monthly newsletter, volunteer guide manual  
JB Ashtin Company: case studies brochure for a pharmaceutical company  
Intel: *Quick Reference Selling Guide* (product manual)  
Rapidinnovation: correspondence, magazine articles, marketing materials  
*The Journal of Manual and Manipulative Therapy*: chiropractic articles/copyediting  
Rocket Shop: Launch kit for SanDisk  
Greg Bell Consulting: training manual, collateral forms, proposals, reports

Pacific States Marine Fisheries Commission: 18 professional papers/workshop proceedings  
KF Guerrilla Marketing: RFPs for Baugh Construction, City of Portland (Smart Park)  
Roland Kwok, PhD: microbiology grant applications, professional articles  
City of Gresham, OR: Community Development Division: 80 consumer brochures

### **Business Polishing/Rewriting Clients**

Oregon Executive Forum: newsletter entries, synopsis of full-day and half-day presentations  
Phil Kwiat: series of newspaper articles for Chinese investors on world mining  
Elements Health Plans: brochure, web text, newsletters (monthly)  
Portland Japanese Garden: French translation of welcome brochure, web materials  
Coppermoon Design: website text  
LUTZWOLF: website text  
Nordic Naturals: translation from French of research articles on omega-3s. Researched white papers, for both physicians and lay audiences, on fish oil supplementation and various health conditions, press releases  
Joe Maroon, MD: ghostwriting book on memory retention  
US Fish & Wildlife: translation from French of fish habitat and dams article  
Mary Franklin: marketing correspondence  
Susan Lucibello: marketing brochure  
Southwest Imaging: marketing brochures  
Vancouver Clinic: marketing brochure  
Enzyme Research: monographs on 20 nutritional supplement products  
Enzymatic Therapy: white papers on alternative therapies and nutritional supplements  
Integrative Therapeutics, Inc.: white papers, technical product sheets, product descriptions, brochures, patient handouts  
Greg Bell Consulting: website text, training materials, collateral materials  
E\*TRADE Financial Access: brochures, web copy, correspondence, flyers for the ATM division  
VenCore Solutions: correspondence, brochure, web site, press releases  
John Pihas & Partners: ad copy  
Steps to Success, Portland Community College: brochure  
Dan Miller & Associates: website text  
Rapidinnovation: correspondence, magazine articles, promotional materials  
Oregon Graduate Institute/MST dept: quarterly newsletter  
Mentor Graphics: 25-page STAR application (successful)  
Larsen Electronics: newspaper and magazine advertising  
St. Vincent dePaul Rehabilitation Service: brochures and other collateral  
Coffee People: newspaper ads and direct mail campaign  
White Swan: packaging, brochures, catalog copy  
In Balance Accounting Services: brochure and newspaper ad copy  
Intel: direct mail, website text  
TRM: marketing materials on ATM leasing  
Australasian College of Health Sciences: catalog copy, correspondence, marketing materials

Hewlett-Packard: brochures, slide shows, trainings  
Medical One Recruiters: web text, brochure, direct mail pieces  
Global Health & Fitness: web text, correspondence, marketing materials  
Alternative and Complimentary Therapies magazine: feature research articles  
Oregon Fish & Wildlife: magazine article on meadowlark habitat needs  
Molelectron Detector: operating manuals for laser-calibration instruments  
Chrome Data: brochure, web materials, and installation CD text  
Anstey/Healy Design: brochure, Casey Eye Institute; menu, BridgePort Brewing  
Fox Creative: sales brochure; newspaper ads for Salem Center Mall  
Olshen's Bottle Supply: company history, stock catalog, holiday cards  
Sports Wave: company history/partnership proposal

### **Editorial Positions**

**Journal of Manual and Manipulative Therapy**, copyeditor, 1998-2010

**Japanese Garden** monthly newsletter, copyeditor, 2007-2009

**World Pulse** quarterly magazine, copyeditor, 2005-2007

**Woman's Journal** monthly magazine, editor-in-chief, 1997-2000

**References upon request.**