

The Persnickety Word Nerd

EDITORIAL, WRITING AND RESEARCH SERVICES

CHERI LYNN REEVES, Owner

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TECHNICAL SKILLS

Transcription from voice recordings, print and handwritten copy.

Proficient writer/proofreader/editor fluent in various writing styles, including AMA, AP, APA, CMS and MLA.

Skilled in legal, subject matter, historical and genealogical research.

Expert in both Windows and Mac/iOS environments, and using MS Word (with edit tracking), WordPerfect, Pages, Google Docs and other word processing programs.

Experienced with MS Excel, Access, PowerPoint, Outlook, Publisher, Adobe, Wordpress and various accounting programs.

PROFESSIONAL EXPERIENCE

Editing/Proofreading

Extensive work editing, copy editing, proofreading copy of comprehensive and accurate procedural manuals for governmental agencies, law offices and psychiatric hospital. Assisted in the writing, organization and proofed for accuracy of the Annual Budget, Memorandums of Understanding, white papers and vendor contracts. Recorded, transcribed and disseminated meeting minutes. Typed, proofed and edited client financial statements, various corporate documents, records and agreements between U.S. and German corporations, Wills, pleadings to U.S. Government agencies, US courts, visa applications and legal memoranda. Typed and edited scientific documents and production procedure manuals for small biotech firm that specialized in starting US biotech production companies in Mainland China. Worked closely with Chinese-American scientists to create US English/Chinese production manuals and formula procedures to be certain of clear understanding of translation.

Writing

Wrote procedures and training manuals for clerical staff of crisis call center, legal transcription staff and hospital intake/discharge clerical staff in the use of LAN desktop PCs, WordPerfect and MS Word (post migration). Assisted Chief Probation Officer in fact checking and writing his speeches for special events and presentations.

Design

Designed court document templates and macros used to automate the transcription process. Designed, edited and print production of publications for promotional and award ceremonies, and other special events. Designed PowerPoint training presentations and associated documentation.

Research

Performed legal research as part of my secretarial duties for an American law firm in Germany. Fact checked speeches. Extensive (approximately 40+ years) experience doing genealogical research for my own family history and for other members of my church, as well as non-member investigators, friends and extended family.

EMPLOYERS AND CLIENTS

Sacramento County Department of Health and Human Services

Mental Health Treatment Center (<u>Clerical Supervisor II</u>)	2003 - 2006
Adult Protective Services (<u>Clerical Supervisor I</u>)	2000 - 2003
Office of the Director (<u>Clerical Supervisor I</u>)	1999 - 2000
Probation Department (<u>Senior Legal Transcriber</u>)	1994 - 1999

Synder, Inc. Vacaville, CA (Secretary)	1992 - 1993
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Moss Adams, Certified Public Accountants Walnut Creek, CA (<u>Office Manager/Internal Accountant – short term position</u>)	1992
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Morgan, Lewis & Bockius, Counsellors at Law Frankfurt am Main, Germany (<u>Legal Secretary/Paralegal in training</u>)	1990 - 1992
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Quarles & Brady & Fannin, Attorneys At Law Phoenix, Arizona (<u>Office Manager</u>)	1988 - 1989
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Am-Safe, Inc. Phoenix, Arizona (<u>Engineering/Quality Assurance Secretary</u>)	1984 - 1988
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Fram Corporation Clearfield, Utah (<u>Shipping/Customer Service Clerk</u>)	1980 - 1984
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ORGANIZATIONS/ACTIVITIES

Memberships: Editorial Freelancers Association, National and Sacramento area
The California Writers Club, Sacramento
The Davis Writers Salon
The Studious Wordsmiths Workshops, Davis.

Volunteering: Yolo County Community Cat (Ferals) Project

EDUCATION

High school	• Leland High School. San Jose, California. 1973.
College	• University of South Carolina. Associate in Science, 1979. Major: Elementary Education. Minor: English
	• Sumter Technical College, 1980. Course of study: Business
	• University of Maryland, 1991. Course of study: Paralegal Studies. (4.0 GPA)

MILITARY

Honorably discharged from the United States Air Force in 1974.