

SUZANNE UCHYTIL

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EDUCATION

BA in Editing & Publishing | Brigham Young University, Provo, Utah | Expected Graduation: Apr 2023

Relevant courses:

- Web Publishing: Used basic concepts of HTML, CSS, JavaScript, and other coding tools to design websites.
- Substantive Editing; Business of Editing; and Editing for Publication: Learned the fundamentals of publication production, including copyediting, substantive editing, developmental editing, fact-checking, copywriting, HTML, SEO, press release writing, P&L statement calculation, and brand development.
 - Wrote, edited, designed, formatted, and published a writing-skill reference booklet that sold over 120 copies and featured in the top 10% of its genre category on Amazon.
 - Practiced substantive editing in relation to technical handbooks, nonfiction articles, business profiles, and other content and publications.
 - Collaborated with teammates to write and edit style guide manuals.
- Introduction to Print Publishing: Applied text formatting, content writing, audience analysis, and graphic design techniques to digital and print layouts.

PROFESSIONAL EXPERIENCE

Publications Editor and Graphic Designer

BYU Graduate Studies | Jun 2022–Present

- Collaborate with deans and office staff to brainstorm ideas, sketch mockups, and create designs for eye-catching books, newsletters, cards, posters, banners, stickers, t-shirts, and tablecloths.
- Adhere to strict and often rushed deadlines, using online and interpersonal resources to meet goals.
- Designed and provided substantive edits for the upcoming 2023–2024 Graduate Studies Admissions Guide.

Freelance Developmental Editor, Proofreader, and Typesetter

Suzanne the Editor | Aug 2014–Present

Evaluate developmental and substantive strengths and weaknesses of novels, novellas, and short stories. Write and edit clients' short biographies, back cover copy, and other promotional material. Organize and maintain a portfolio WordPress website, providing blog posts, webpage content, and marketing and advertising materials for social media. Provide proofreading and copyediting for fiction and nonfiction publisher Covenant Communications.

- Write industry-related blog posts that have reached over 200 readers.
- Edit over 150 articles, essays, and blog posts and 15 published books to improve writing quality and sustain writers' and publishers' credibility.
- Typeset multiple book layouts according to clients' preferences and publishing platforms' specifications.

Substantive Editor and Graphic Designer

Latter-day Saint Insights and Editing Research, BYU | Sep 2022–Dec 2022

- Substantive-edited 10 summary articles on the Latter-day Saint Insights and Editing Research websites.
- Wrote 5 published articles and provided graphic designs for 10+ articles.

Editor and Graphic Designer

Faculty Publishing Services Internship, BYU | Jun 2020–Jun 2022

Edited academic manuscripts, research articles, and other content according to *Chicago*, APA, and other styles. Fact-checked sources for inaccuracies. Communicated with authors to ensure quality of work.

- Partnered with Faith Matters Foundation to format a self-help book by life coach Jody Moore.
- Formatted the fall 2020, fall 2021, and spring 2022 issues of the *Journal of Response to Writing*.
- Designed brochures and flyers for BYU Linguistic Department masters programs.

ADDITIONAL SKILLS

Typing 100+ WPM | Microsoft Word, Excel, PowerPoint, Outlook, Teams | Adobe InDesign, Illustrator, Photoshop, Acrobat Pro | WordPress | Basic SEO | Canva | Google Docs Suite | Calibre | Foreign Language: Russian