

Tracy Johnson

Copyeditor

3020 Oggi Court • Murfreesboro, TN 37129 • 615.691.3719 • tj@proof-your-point.com • www.proof-your-point.com

Experience

Proof Your Point. Murfreesboro, TN. Owner, Senior Editor. I founded Proof Your Point editorial services to provide professional copyediting to both authors and publishers. Past clients to date have included the following:

- Joanne Veeck (Insight Publishing in TN, First Edition Publishing in FL, and other self-publishing).
- Mamie Brinkley (MJBFB Publishing Company in TN).
- Mickey Ellison (self-published in SC).
- Tiffany Sweeley (self-published in TN).
- Gretchen Pelham (*The Chronicle of the Horse* in TN).
- Crain & Associates (for California Highway Patrol).

For my full work history, please refer to my LinkedIn profile:

<https://www.linkedin.com/pub/tracy-johnson/80/1aa/997>

Skills

Copyediting

- Meticulous, accomplished copyeditor with more than 20 years of experience. Ability to successfully write or rewrite segments of text to improve flow of information and readability.
- Skilled in on-line Word editing and traditional hard-copy markup. Interests: fiction, novels, mysteries, Christian, memoirs, biographies, autobiographies, history, self-help, young adult, psychology, new age, humor, travel, and children's books.
- Superior editing skills and extensive understanding of English grammar, spelling, context, style, consistency, and punctuation (Chicago Manual of Style, 16th Edition).
- Strong project management, organizational, and communication skills.

Speaking/Training

- Speaker at several book publishing workshops for R.B.I. Enterprises, Nashville, TN. Presented comprehensive overview to aspiring authors on the importance of hiring an editor, the various types of editors, levels of editing, and writing tips.

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Edited Books, Articles, and Other Resources

- *Semester Abroad* (novel).
- *We Love You Just the Way You Are* (children's book).
- *Your Leaves Are Pretty* (children's book).
- *The Greatest Gift of All* (children's book).
- "Happiness: The Subject Educators Overlooked" (chapter of *Stepping Stones to Success* (pp. 287-305) also featuring Deepak Chopra and Jack Canfield (*Chicken Soup for the Soul*) (book).
- *The Road to Complete Fitness* (book).
- *Prepare for Battle* (book).
- *S.Y.N.C. Self-Employment, Your New Career* (book).
- "Cropper at the Day Road Coop," *The Chronicle of the Horse* (magazine article).
- "Medicine, Doc Carroll Style" and "Colors in Hunting" (TN newspaper articles).
- Proposal to Motorcyclist Safety Program, submitted to the California Highway Patrol, Sacramento, CA (presentation).

Professional Development

The Business of Editorial Freelancing, April 2015. Five-week intensive editorial boot camp.

<http://www.editorialbootcamp.com>

Professional Memberships

Member of Editorial Freelancers Association (EFA), New York. www.the-efa.org

Member of American Copy Editors Society (ACES), Illinois. www.copydesk.org/

Business Website

www.proof-your-point.com

Education

Foothill College, Los Altos, CA. AA Legal Secretarial