

DONNA K. MALTESE, ACC, CPC

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FREELANCE AUTHOR, COMPILER, COPYEDITOR, COPYWRITER, AND WRITING COACH

QUALIFICATION HIGHLIGHTS

- ❖ Freelance copyeditor for Barbour Publishing for nine years.
- ❖ Freelance work-for-hire book author, compiler, and copywriter for ten years.
- ❖ Associate Certified Coach (ACC) and member of ICF International since 2014.

PROFESSIONAL EXPERIENCE

BARBOUR PUBLISHING, Uhrichsville, OH

Barbour Publishing is a leading publisher of inspirational Christian books offering exceptional value and biblical encouragement to the masses.

Freelance Author, Compiler, Contributor, Puzzle Creator, Copyeditor, and Copywriter (contractual), 2004 to the present.

- Write and compile books (22 to date).
- Contribute writings to daily devotional books (17 to date).
- Create puzzles for puzzle books (2 books as sole creator; 10 books as contributor).
- Copyedit fiction and nonfiction books (over 70 to date); I began as a proofreader (over 60 books) and quickly moved up to editing. One Barbour author, in his book's preface, described me as "a copyeditor and fact-checker with so much attention to detail that I'm able to envision her only as a cyborg."
- Complete copywriting packages for new releases (150 to date).

MCC MATERIAL RESOURCE CENTER, Souderton, PA

The Material Resource Center supports the global ministry of Mennonite Central Committee (MCC) by communicating both the need and opportunities to give material resources to those suffering from poverty, oppression, natural disasters, and war.

Writer and Publicity Coordinator (contractual), 1998 to the present, for MRC's Meat Canning Operation, which produces canned protein meals for the hungry worldwide.

- Write radio and TV announcements, press releases, fund-raising letters, magazine articles, and local church announcements.
- Prepare publicity schedules.

CHOSEN BOOKS, Division of Baker Book House, Ada, MI
Chosen publishes well-crafted books that recognize the gifts and ministry of the Holy Spirit and help readers live more empowered and effective lives for Jesus Christ.

Proofreader (contractual), 2004-2007

- Proofread over 30 nonfiction books.

EDUCATION

iPEC COACH TRAINING PROGRAM, Shrewsbury NJ
Certified Professional Coach (CPC) and Energy Leadership Index Master Practitioner Certifications (2013)

JERRY B. JENKINS CHRISTIAN WRITERS GUILD, Black Forrest, CO
Apprenticeship Program (2006)

E EI COMMUNICATIONS, Alexandria, VA
Certificate of Subject Mastery in Comprehensive Proofreading (2004) and **Certificate of Subject Mastery in Introduction to Copyediting** (2003)

INSTITUTE OF PARALEGAL TRAINING, Philadelphia, PA
Certificate of Completion of the Employee Benefits Course (1985)

GOLDEY BEACOM COLLEGE, Wilmington, DE
Bachelor of Science Degree in Business Administration (1981) and **Associate of Arts Degree** in Executive Secretarial (1980)