

# Claudette Hanley Bishop

## Freelance Editor and Writer

### Summary

- Substantive editing/rewriting to improve clarity, tone, effectiveness
- Correct, thorough copyediting and proofreading
- Concise, accurate writing
- Specializing in scientific and technical topics
- Projects include reports, presentations, papers, articles, proposals, websites

### Professional Experience

#### Editor of Publications

##### **Worcester Historical Museum, Worcester, Massachusetts**

Planned, wrote, edited, and coordinated design and production of quarterly newsletter and museum website. Wrote and edited text for exhibits, books, catalogs, brochures, press releases, proposals, video scripts. Planned projects, developed communication objectives, conducted research, managed design and printing.

#### Strategic Communications/Creative Services Manager

##### **The MITRE Corporation, Bedford, Massachusetts**

Planned, assessed, and managed key communications projects, including annual report, brochures, journals, intranet/web sites. Developed and presented project proposals, defined staffing levels and costs, assigned and directed staff, monitored schedules. Contributed to projects as principal writer/managing editor. Managed fifteen writers, editors, designers, illustrators. Developed and maintained budgets, hired/reviewed staff, improved workflow processes, planned long-range service improvements. Moved within organization to positions of increasing responsibility.

#### Publications Manager

##### **Charles River Associates, Inc., Boston, Massachusetts**

Managed seven writers, editors, graphic designers, desktop publishers. Contributed to projects half-time as senior writer and served as liaison with senior researchers and executives. Products included marketing and corporate communications, proposals, reports, presentations. Assessed project requirements, developed creative concepts, hired/reviewed staff, developed editorial and design standards, improved production processes. Developed and maintained department budget, equipment, vendor sources.

### Education

B.A., English, College of the Holy Cross

A.S., Veterinary Technology, Becker College

### Professional Affiliations

Editorial Freelancers Association ([www.the-efa.org](http://www.the-efa.org))

LinkedIn (<http://www.linkedin.com/pub/claurette-bishop/23/918/b3>)