



## Amanda Rooker

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### PROFESSIONAL SUMMARY

Freelance editor, writer, and designer passionate about the marketplace of ideas and all that grows the imagination. I provide full-service writing, editorial, publishing, and marketing packages for authors, and writing and editing for solo professionals and businesses. I'm also a working writer of poetry and fiction. I work best as a generalist – topics have included marketing, leadership, environmental science, military training, linguistics, and spirituality. Comprehensive and highly conscientious, I'm committed to the long-term success of each project and each client, and I have a proven ability to quickly comprehend complex content while discerning and preserving the author's style. My past ministry training and experience ensures that I maintain the highest ethical standards within confidential and sensitive settings.

### EDITORIAL/BUSINESS EXPERIENCE

**Owner and Editor/Writer, Amanda Rooker Editing**, Yorktown, VA. November 2007 to present.

- Project management, research, ghostwriting, editing, permissions, publisher liaison, book design, and publishing consulting for nonfiction authors. Typical projects include:
  - *Traditional publishing*. Sample project: As personal editor to bestselling business authors Martha Rogers and Don Peppers, I helped completely revise and deliver a top-of-the-field, graduate-level, 500+-page marketing textbook to the publisher in five months (*Managing Customer Relationships: A Strategic Framework*, 2<sup>nd</sup> ed., John Wiley & Sons, 2011). I served as researcher and content editor, facilitated and edited over 30 guest contributions from high-profile contributors, handled all permissions, and served as publisher liaison for queries and production details.
  - *Self-publishing and book production*. Sample project: For Paul Hubbard's *The Jonas Genre* (biblical linguistics, self-published November 2009, lulu.com), I provided developmental editing, copyediting, proofreading, and press-ready book design, as well as consultation on printing/publishing venue, book cover, ISBN and bar code, pricing, and marketing.
- Technical editing, writing, and thought leadership marketing for solo professionals and businesses. Past and current clients include Peppers & Rogers Group, Charles River Associates, and C<sup>2</sup> Technologies. Typical projects include:
  - *White Papers*. Interviewer, researcher, and writer of white papers for a global consulting firm.
  - *Print*. Technical editor and desktop publisher for the U.S. Environmental Protection Agency's Air Pollution Training Institute courses 415, 435, and 450 (via client firm, C<sup>2</sup> Technologies, Inc.).
  - *E-Learning*. Technical editor for all stages of e-learning production, from initial bidding contracts to storyboards to testing and editing final products. Via C<sup>2</sup> Technologies, Inc., clients have included U.S. Army, U.S. Navy, U.S. Air Force, and EPA.

**Writing Tutor/Research Associate**, Duke Divinity School, Durham, NC. Served as part-time writing tutor for divinity and doctoral students and conducted mandatory writing assessments for incoming students.

Approximately half of the students tutored spoke English as a second language. July 2002 to June 2003.<sup>1</sup>

**Administrative Assistant**, Senior PHARMAssist, Durham, NC. Served as full-time office manager and information/referral specialist for local nonprofit helping low-income senior citizens afford and manage their medications. Responsible for day-to-day operation of the administrative office, conducting client eligibility interviews, referring clients to other community resources, maintaining accounting and bookkeeping procedures,

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<sup>1</sup> Note: From 2003 to 2007, I was primarily raising my two sons at home, who were born in 2003 and 2005.

managing client database via MS Access, editing printed material, and coordinating volunteers. April 1997 to February 1999.

**Freelance Writer**, Society of the Alumni, College of William and Mary. Interviewed alumni and faculty and wrote profiles as assigned. August 1997 to August 1998.

**Editorial Intern**, Society of the Alumni, College of William and Mary, Williamsburg, VA. Interviewed alumni and faculty, wrote and edited articles for publication in the *Alumni Gazette* and *William and Mary Magazine*, wrote press releases, copyedited, and managed administrative details as necessary. May 1996 to May 1997.

## EDUCATION

**Master of Divinity**, GPA: 3.97, May 2002. Duke University Divinity School, Durham, NC.

- *Duke Scholarship*, full tuition and fees, Fall 2000 to Spring 2002.
- *Second place, John H. Ness Award* for best national seminary paper on United Methodist history, UMC General Commission on Archives and History, Spring 2002.
- *Clinical Pastoral Education*, one unit, Rex Hospital, Raleigh, NC. Urban Ministry CPE with clinical experience as a homeless shelter and domestic violence shelter chaplain in Henderson, NC. Summer 2001.
- *Ministerial Internships* at Cool Spring/Mt. Bethel United Methodist Church and Upper Room Coffeehouse, Statesville, NC, Summer 2000; Helena UMC, Timberlake, NC, Fall 1999 to Spring 2000; and Goldston UMC, Goldston, NC, Summer 1999.

**Bachelor of Arts in English**, *Magna Cum Laude*, December 1996. College of William and Mary, Williamsburg, VA.

- *Monroe Scholar*. For summer project, wrote a series of vignettes on community life while living at L'Abri Fellowship, a Christian community in Hampshire, England, Summer 1995.

## PUBLICATIONS AND PROFESSIONAL ACTIVITIES

### Poet and essayist

- "Family Portrait," poem appearing in the Woman's Poetry Project, Chesapeake Bay Poets, August 2010
- "Station XII: A Mother's Love," poem in *The Penwood Review*, Fall 2009
- "For Mothers and Others: Receiving Suffering as a Means of Grace," essay in *Divinity Magazine*, Fall 2009
- "Spiritual Sustainability: Save the Earth without Killing Yourself," essay in *Blue Planet Green Living*, February 2009

**Blog writer and moderator**, *Sustainable Communication* ([amandarooker.wordpress.org](http://amandarooker.wordpress.org)), which explores how to best use the tools of virtual communication to provide lasting value, particularly for writers, editors, and publishers.

**Member, Editorial Freelancers Association** ([www.the-efa.org](http://www.the-efa.org)), the premier national professional organization for editors and writers.

**Member, Poetry Society of Virginia**