



# PAOLA VILLACÍS

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## SUMMARY

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A dedicated and passionate editor with 6+ years of writing experience and 3+ years of editing experience. Specialized in medical editing, developmental editing, line editing, copyediting, proofreading, and fact-checking. Particularly well-versed in the Chicago Manual of Style and the AMA Manual of Style. Bachelor's in English with a focus on Creative Writing. Member of the Editorial Freelancers Association.

## WORK EXPERIENCE

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**Journalist, CBR (Comic Book Resources), Remote** **September 2024 - Present**

- Write articles focusing on comic strips, analyzing the media and finding insightful ways to break down an author's intent.
- Edit, build, and refine articles to reach a wider audience.
- Work closely with the editing and art department to create articles that bring traffic and interest to CBR.

**Freelance Editor, Remote** **January 2024 - Present**

- Line edit, copyedit, developmental edit, proofread, and fact-check a wide variety of texts.
- Manage different projects simultaneously and meet monthly deadlines for titles.
- Work with clients to enhance their writing, communicating openly and carefully to bring out the best in their work. Most recent client: MDPI (Multidisciplinary Digital Publishing Institute).
- Can work with a variety of software programs, including MS Word, Google Docs, Pages, Adobe Acrobat, Photoshop, Canva, FinalDraft, InCopy, InDesign, Illustrator, and others.

**Assistant Editor, Green Harmony, Guayaquil, Ecuador** **Mar 2020 - February 2021**

- Managed, wrote, and proofread scripts for all social media videos.
- Collaborated with writers to create compelling advertisement campaigns for the brand.
- Translated texts from Spanish to English for international business deals.
- Edited texts to match the house style guide.

## EDUCATION

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**Bachelor of Arts, English, with Honors** **Jan 2020 - May 2024**

University of Florida

- Specialized in Creative Writing and Children's Literature.

**Certificate in Editing (Specialization in Medical Editing and Writing)** **Jan 2024 - Dec 2024**

University of Chicago Graham School

- In-depth study of the Chicago Manual of Style applied to the editing process.

## ADDITIONAL INFORMATION

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- **Technical Skills:** Copyediting, proofreading, line-editing, developmental editing, fact-checking, FinalDraft, WordPress, MS Word, Pages, Adobe Acrobat, Photoshop, Final Cut Pro, InDesign, InCopy, Illustrator, Photoshop, Google Docs, Chicago Manual of Style, AMA Manual of Style, screenwriting, playwriting, CPR certified. Average WPM: 61.
- **Languages:** English, Spanish
- **Certifications:** Editing Certificate (University of Chicago)
- **Published Work:** "I Killed Antoine" (Short Story) - Tea Literary & Arts Magazine (26th Issue) April 26, 2024.