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Publisher, Author, and Consultant, Atlantic Path Publishing
Established a publishing house as a business enterprise, published our first title, *Writing and Developing Your College Textbook* (ISBN 0-9728164-0-2), and wrote our second title, *Writing and Developing College Textbook Supplements* (ISBN 0-9728164-1-0).

Senior Development Editor, Pearson Education (75 Arlington St., Boston, 02116) 1997-2003. Worked with authors to develop textbooks in higher education, including many first editions, and created prototypes for new products, such as *Flash Review*. Developed and created content for online supersites and text-specific companion web sites, managed their upgrades, and wrote print support. Also developed and provided content for interactive editions of textbooks and print and nonprint supplements, including digital media, videotapes, interactive maps, and electronic transparency sets. Scripted and researched 10 videos. These products have served diverse markets in teacher education, developmental and educational psychology, sociology and social problems, physical anthropology and archaeology, criminal justice and criminology, and communication and public speaking.

Developmental Editor, Allyn and Bacon
1991-1997. Responsible for developing textbooks and supplements in teacher education, special education, and educational psychology, including instructor's annotated editions, instructor's manuals, test banks, study guides, companion readers, magazines, user's guides, transparency sets, videotapes, and web sites. Also managed textbook photo and art programs and wrote specs and captions.

Freelance Editor and Project Manager
1984-1991. For Allyn and Bacon; Houghton Mifflin College; D.C. Heath; Prentice-Hall School; Glencoe; Scribner/MacMillan; Merrill; Holt, Rinehart, & Winston; Putnam; Addison Wesley; and others.

College Instructor, Salem State College, Salem, MA
1989-1991. World History, U. S. History and Constitutional Government.

Associate Editor, Houghton Mifflin Company, School Division
1986-1988. Responsible for fact checking; developing pedagogical text features; specifying figures, photos, tables, and maps; editing test items; creating bibliographies; and charting supplements correlations for high school textbooks in U.S. and world history.

Freelance Writer, Stock Photographer, and Publicist
1982-1986. For Ginn; Pitman; Appalachian Mountain Club; Little, Brown; Allyn and Bacon; Editorial Inc., Essex County Newspapers, Sigo Press, f-Stop Inc., Rockport Art Association, and others.

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Teacher, Salem High School and Reading Memorial High School (Massachusetts) 1979-1984. Taught grades 9-12 in world cultures, social studies, geography, economics, political science, human behavior and development, English composition.

College Instructor and Social Science Researcher

1969-1979. Student of sociology, anthropology, and secondary education at Boston University (M.A.), University of British Columbia, Salem State College (Mass. teacher certifications in English and social studies). Researcher for Harvard University, Boston University, Tufts University, and others. Field work in Botswana and Saudi Arabia. Taught courses in anthropology and sociology at Boston University, Northeastern University, Lasell Jr. College, Vancouver City College, North Shore Community College.

SUMMARY OF KNOWLEDGE AND SKILLS

Project Management

Commission, track, and coordinate the work of authors, editors, marketers, consultants, freelance writers, supplement providers, packagers, copyeditors, proofreaders, artists, book designers, indexers, programmers, cartographers, photographers, photo researchers, permissions researchers, media producers, web designers, software providers, production coordinators, and composers. Provide high-quality competitive products at length and on time.

Research

Scout author talent. Commission and analyze market surveys and product peer reviews. Conduct phone surveys and focus groups. Perform competition analyses. Trace project-related professional trends. Evaluate primary sources; biographical, historical, demographic, and statistical information; and source citations. Evaluate web links and media assets.

Manuscript Development

Present product development plans. Develop schedules, length estimates, and author or vendor models, samples, style sheets, and guidelines. Develop contents, outlines, learning objectives, pedagogical features, cases, captions, annotations, reviews, summaries, questions, marginalia, activities, applications, glossaries, other front and end matter, and supplement correlations. Perform developmental editing and writing.

Photos, Art, and Production

Prepare specs for and edit photos, figures, tables, maps, graphics, and illustrations. Propose visual representations of information. Spec art for media applications such as animation. Prepare manuscript for release to design, camera, or composition. Review copyediting, indexing, art finishes, photo selections, page proof, masters, and covers.

Print and Nonprint Supplements

Develop and manage supplements for users, students, educators, researchers, and librarians, such as instructor's resource manuals, user's guides, Internet guides, transparencies, student workbooks, study guides, magazines, and test banks. Develop and write for videotapes, audiotapes, animations, simulations, PowerPoint presentations, web sites, and other multimedia. Spec demos and samplers. Develop materials for digital archiving and databasing, for custom publishing, and for distance learning.