

Nicholas Moore
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SUMMARY

Dedicated writer and editor experienced in managing multiple projects across demanding deadlines seeking to provide and further develop skills in content production, strategy, and analysis. Highly skilled in research, argumentation, and presentation across a variety of voices, needs, and spaces.

EDUCATION & HIGHLIGHTED ACCOMPLISHMENTS

Emerson College, Boston MA – Expected conferment: December 2017
Master of Arts in Publishing and Writing – GPA: 3.9

Academic Project Highlights:

- An independent blog project embodying strategies and analytics learned in content marketing course from professional content strategist, including market research, social media outreach, brand voice, and evergreen content production
- Bookd, a proposed web-based startup that enhances book discoverability by building maps between books, including creative pitch, website design, and business plan
- *Still So Few*, a book proposal on women in science, including content, marketing plan, cover design, and profit and loss report
- *Nonstraunt*, a trade magazine proposal on the food truck industry, including content creation, page design, and marketing plan

University of Maine, Orono ME – Conferred: May 2014
Bachelor of Arts in English, Professional/Technical Writing concentration
GPA: 3.8 Summa Cum Laude with Highest Honors

WORK EXPERIENCE & KEY CONTRIBUTIONS

Words Apart, Boston MA

Copyeditor, Jan. 2016-Jun. 2016; Managing Copyeditor, July 2016-Present

- Managed newly hired copy editing staff through editorial transition and staff changeover while editing a multitude of pieces.

University of Maine Honors College, Orono ME

Honors Associate, June 2014-June 2015

- Redesigned and maintained Honors College website using WordPress, regularly posting community news and events.

- Guided dozens of students through thesis creation process, including hands-on demonstrations of formatting and editing within templates.
- Researched and proposed new curricula.

University of Maine Digital Humanities Initiative, Orono ME Intern,
January 2013-May 2013

- Wrote, edited, and prepared academic research documents for digital publication in an online exhibition of Herman Melville's marginalia.
- Coded and debugged XML documents according to TEI standards.

CORE COMPETENCIES

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| <ul style="list-style-type: none"> • Rapid skill acquisition • Adept project manager and collaborator between different interests and groups • Intensive researcher, capable of reading and distilling many varieties of information • Precise knowledge of grammar and style using <i>Chicago Manual of Style</i> and <i>AP Style Guide</i> | <ul style="list-style-type: none"> • Meticulous editor for quality assurance and style compliance in accordance with style guides • Careful organizer, adjusting workflow to meet varying deadlines • Compelling presenter and advocate • Flexible work style, capable of shifting working goals with the needs of the company and its clients • Reflective, critical self-evaluator |
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SOFTWARE & MEDIA

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| <ul style="list-style-type: none"> • Microsoft Office Suite • Adobe InDesign • Basic web design in HTML and CSS • XML coding and debugging • WordPress and similar CMS systems | <ul style="list-style-type: none"> • Google trends, keyword research, A/B testing, and other web analytics • Social media management including content generation and SEO • Nielsen BookScan and Books In Print |
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PUBLICATIONS

- *Why Unpaid Internships Are a Raw Deal For Everyone* – Publishers Weekly (2016)
- *Minerva* – University of Maine Honors College (2015)
- *Humanizing the Humanities: A Historical, Cultural and Philosophical Examination of the Disintegration of Humanities Higher Education* – University of Maine Honors College (2014)
- *Transforming Assessment in Honors: The Role of Data, Student Engagement, and Ethics in Addressing the Conflict over Measured Outcomes* – for National Collegiate Honors Council Conference (2013)