ANGELICA E. BEGA

Experienced Editor & Proofreader

ABOUT ME

As a writer and editor, with over 20 years of experience, I take pride in crafting messages that reflect tone and intention. As a writing instructor, I take great pride in teaching others to do the same. I have edited book manuscripts, dissertations, journal articles, and other business and technical documents. I am an eager learner, ready to tackle complex projects and make a difference on a dynamic team.

SKILLS & COMPETENCIES

Professional Skills:
- Project Management
- Research
- Leadership
- Teamwork & Collaboration

Software: Skills
- Microsoft Office Suite
- Microsoft SharePoint
- G-Suite (Google Apps)
- Chrome River
- Adobe PageMaker
- Adobe Acrobat Pro
- Canvas
- Camtasia
- Videoconferencing (Teams, Skype & Zoom)

Other Competencies:
- FERPA
- FOIA
- HIPAA
- ADA
- UDL
- Section 508 Compliance

COLLEAGUES SAY:

Attentive Driven Hard-Working Self-Directed Determined Dedicated Diligent Inquisitive Eager Patient Invested Strategic Adaptable Helpful Creative Intelligent Communicative Reliable Fair

Current Projects

Freelance Proofreader/Editor (August 2006 - Present)
- Proofread article, book, and dissertation proposals to improve readability and clarity
- Understand/interpret complex information in diverse fields
- Leverage wide-ranging experience working with non-native speakers to edit documents
- Return timely feedback to authors and work with them on improvements

Previous Projects

Gen3 Technology | Technical Writer/Editor, Senior (December 2020 - May 2022)
- Work with subject matter experts to improve documentation including white papers, standard operating procedures, and other technical/policy documentation on a cybersecurity team
- Lead a team of technical writers as point-of-contact to ensure scheduling of document releases is maintained and communicate issues with contract and government leads
- Review processes for efficiency, suggesting and implementing improvements
- Facilitate consolidation of divisional technical writing personnel and processes, managing the team to ensure continuity across documentation

J. Sargeant Reynolds Community College | Composition Instructor (January 2018 - May 2022)
- Utilized active learning methods and instructional strategies to assist students in meeting course objectives and provide direction on improving writing habits and study skills
- Developed syllabi and lesson plans in compliance with federal, state, and college guidelines
- Reviewed student writing and provide timely feedback for improving written work

Bryant & Stratton College | Composition Instructor/Writing Tutor (January 2013 - August 2018)
- Wrote course syllabi and lesson plans
- Evaluated student writing and provided detailed feedback for improvements

Virginia Commonwealth University, Wilder School | Distinguished Faculty Assistant (June 2014 - December 2020)
- Provided research assistance and transcription work on a book project
- Edited social media content and written correspondence

Education

Master of Arts, Virginia Commonwealth University — Richmond, Virginia (2011)
- English, Literature Concentration
- Thesis: "Shaken and Stirred: Tactile Imagery and Narrative Immediacy in J. D. Salinger's "Blue Melody," "A Girl I Knew," and "Just Before the War with the Eskimos"
- Director: A. Bryant Mangum, Ph.D.
- Secretary, VCU Graduate Student Association

Special Student, Virginia Commonwealth University — Richmond, Virginia (2002-2020)
- Coursework in Art, History, Law, Media, Environmental Policy, & Science

Bachelor of Arts, *cum laude*, Virginia Commonwealth University — Richmond, Virginia (2001)
- Major: English
- Chief Editor, *Millennium* (Literary Magazine)
- President, Student Media Commission

Associate of Science, *cum laude*, Richard Bland College — Prince George, Virginia (1998)
- Major: General Studies
- Editing Staff, *Mnemosyne* (Literary Magazine)

Professional Memberships

ACES
The American Copy Editors Society

MLA
Modern Language Association

STC
Society for Technical Communication

NCTE
National Council of Teachers of English

Connect:

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