

# Nancy Ellen Shore

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[www.nancyellenshore.com/editorial-resumebio.html](http://www.nancyellenshore.com/editorial-resumebio.html)

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## Summary of Qualifications

Professional copy editor, writer, editor, and fact-checker with three decades of experience at New York City companies, corporations, and nonprofits, including publishing, magazines, newspapers, websites; financial, advertising, marketing firms; libraries, learning centers, arts organizations. Excellent communication, desktop publishing, administrative skills.

## Past Copyediting/Writing/Editing/Fact-Checking Clients

Condé Nast *Traveler*, *Vanity Fair*, *Glamour*, *Allure*, *Smart Money*, *Harper's*, *Woman's Day*, *TV Guide*, *Elle*, *Family Circle*, *McCall's*, *Golf & Travel*, *Yahoo Internet Life*, *Small Business Computing*, *Men's Journal*, *Saveur*, *Modern Painters*, *Latina*, *Art + Auction*, HarperCollins, Tiffany & Co., American Express, Grey Advertising, Deutsch, Inc., DDB Needham, Saatchi & Saatchi, Ogilvy & Mather, Natural Resources Defense Council, ArchetypeMe, Hachette Book Group, BenBella Books

## Books Published

*Mysteries of Miracles* (2015), *Mysteries of the Criminal Mind* (2015), *The Most Notorious Serial Killers* (2015), *Survival* (2015), and *Greatest Mysteries Revealed* (2014), Time-Life Books (contributed various chapters); *The Spice Girls* (1998, Chelsea House); *Amelia Earhart* (1987, Chelsea House)

## Manuscript Completed

*Anne Hutchinson* (juvenile biography of colonial Massachusetts spiritual leader)

## Professional Experience

### **Humanly, New York, NY**

**2017–Present**

Copyedited/fact-checked comprehensive qualitative and quantitative marketing report on U.S. trends and consumer culture.

### **NBCUniversal *The Curve*, New York, NY**

**2013–2016**

Copyedited and fact-checked comprehensive qualitative and quantitative research reports on trends and consumer culture for NBCUniversal's Content Innovation Agency. Worked closely with project editor at all stages to finalize copy.

### **Assouline Publishing, New York, NY**

**2007–2011**

Copyedited and fact-checked manuscripts for publisher of high-end illustrated coffee-table books on art, fashion, design, lifestyle, including *George Lois: The Big Idea*, *The Impossible Collection of Fashion*, *Ballets Russes*, *Fernand Léger*, *American Fashion Travel*, *Pioneers of the Possible: Celebrating Visionary Women of the World*.

### **Condé Nast *Portfolio*, Condé Nast Publications, New York, NY**

**2007–2009**

Copyedited paper, electronic (InCopy/InDesign), and website articles for high-profile U.S. monthly business and finance magazine. Met with editors to discuss proposed changes. Input edits; applied house style.

### ***Backstage*, New York, NY**

**2006–2007**

Reviewed plays and wrote national features for leading U.S. weekly theater industry newspaper.

### **Polo Ralph Lauren Corporation—Advertising, New York, NY**

**2005–2006**

Edited/copyedited domestic and international magazine and newspaper ads, mailers, press books, invitations, in-store collateral, hangtags, packaging, newsletters, sales tools, and press releases for a leading U.S. apparel, home, accessories, and fragrances designer/retailer; applied house style; proofread materials to ensure corrections were accurately made.

### **The Jewish Telegraphic Agency, New York, NY**

**2005**

Edited/copyedited daily news articles and briefs for international news service and website providing material to more than 100 Jewish community newspapers, magazines, and websites. Wrote headlines and selected pull-quotes.

### **Holt, Rinehart and Winston, New York, NY**

**2000–2004**

#### **Language Arts Department**

Copyedited/fact-checked paper and electronic text (manuscripts to bound books) for leading U.S. educational publisher of grades 6–12 literature/language textbooks (students'/teachers' editions). Applied house style; followed design specs.

**DCA Advertising— *The Canon Communicator***, New York, NY **1997–1999**  
 Edited/copyedited monthly corporate magazine for leading U.S. imaging-equipment and information-systems company.

**Allworth Press; Limelight Editions; Drama Publishers**, New York, NY **1995–1998**  
 Copyedited biographies, essay collections, and nonfiction how-to books for fine artists, writers, and performers.

**Blackbirch Press**, Woodbridge, CT **1995–1997**  
 Fact-checked nonfiction books on natural history, U.S. history and presidents, astronomy, and foreign-country studies.

**The Queens Borough Public Library, Public Relations Department**, Jamaica, NY **1995–1996**  
 Copyedited internal/public newsletters, brochures, events calendars, and employee manuals for major metropolitan library.

**Roper Starch Worldwide**, New York, NY **1995**  
 Edited/wrote international marketing-research conference guide. Edited marketing-research reports.

**Prudential Securities, Marketing Communications Department**, New York, NY **1993–1994**  
 Copyedited/proofread internal and client-targeted publications for leading financial services firm, including weekly national newsletter for financial advisers.

**The New York Open Center**, New York, NY **1992–1993**  
 Wrote/copyedited quarterly catalog course descriptions for major nonprofit center for holistic and alternative studies.

**Stages Magazine**, New York, NY **1985–1987**  
 Reviewed plays; wrote theater company profiles and features for monthly theater magazine.

**Afternoon TV/Daytime Soap Stars**, New York, NY **1985–1987**  
 Interviewed daytime-TV celebrities and wrote biographical features for monthly magazines.

**The Providence Journal-Bulletin**, Providence, RI **1985–1986**  
 Wrote theater reviews, performer and company profiles, literary and dramatic criticism, and general features for major metropolitan daily newspaper.

### Additional Relevant Experience

**The New York Review of Books**, New York, NY **1986–1992**  
**Editorial/Administrative Secretary to Co-editor** of internationally renowned bimonthly literary/cultural newspaper.  
 Trafficked manuscripts to editorial staff; acted as liaison to outside writers; handled editor's industry and author correspondence; evaluated unsolicited submissions.

**Rabbi Arthur Hertzberg**, Columbia University, New York, NY **1990–1991**  
**Editorial secretary to author/professor/former president, American Jewish Congress**  
 Input and copyedited newspaper articles, book chapters, and correspondence.

**Columbia Records (Sony)**, New York, NY **1988–1989**  
**Administrative Assistant to the National Directors of Marketing and Publicity, Jazz and R&B**  
 Edited and distributed press releases and packets to media; acted as liaison to musical artists and management; performed general administrative duties.

#### Education

City University, New York, NY: Graduate Program in Creative Writing, 1985–1986  
 New York University, New York, NY: B.A., English Literature, 1983; Graduate Program in Comparative Literature, 1984

#### Computer Skills

QuarkXPress/CopyDesk; InCopy/InDesign; Adobe Acrobat; MS Word, PowerPoint, Excel; advanced Internet research skills

#### Associations

Dramatists Guild; Editorial Freelancers Association; SAG-AFTRA, Amateur Astronomers Association of NY

#### Additional Skills

Certified Aerobics and Body Sculpting Instructor—NYC Parks and Recreation Dept.; Certified Yoga Instructor—International Sivananda Yoga Vedanta Centers; musical theater singing; jazz, modern dance