

DAVID GARGARO

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PROFILE

- Ten years of editing experience in educational publishing and advertising.
- Voting member of the Editors Association of Canada.
- Developed a small publishing company's production department from scratch.
- Attention to detail, creativity, time management, and problem solving.
- A respect for deadlines which means that the job is always done on time.

RELEVANT EXPERIENCE AND ACCOMPLISHMENTS

EDITING & PROOFREADING: Provided editorial services (copy editing, structural & stylistic editing) as a Managing Editor for quick reference guides and study aids • Copy-to-copy proofreading for financial products in French & English • Copy editing and proofreading of math books, reference guides, training manuals, marketing materials, advertisements, web site copy, newsletters, etc.

WRITING & REWRITING: Technical writing for quick reference guides and training aids (business, computers, law, languages, math, science, soft skills, humanities, general interest) • Copy writing for web sites, brochures, catalogues, advertisements, press releases, textbooks, etc. • Rewriting of brochures, web sites, newsletters, training materials and other documents to improve readability

EMPLOYMENT HISTORY

- 1993-present **Freelance Mathematics Editor** • Nelson Canada / Pearson Education / Harcourt Canada / Pronk & Associates, Toronto
Provided editorial services (proofreading, copy editing, answer verification, problem solving, indexing, research, structural editing) for math books and CD-ROMs.
- 1995-2002 **Managing Editor** • Permacharts, Concord
Hired and managed freelance editors, developed the house style guide, oversaw the production process from initial concept through to completion, wrote and edited quick reference guides (business, computers, languages, law, math, sciences, humanities, medical, general interest), wrote and edited all sales and marketing materials, managed and promoted company's web sites.
- 1997-present **Freelance Editor** • McDonnell Haynes / Flavour / Pigeon / Sonar / Creative Network / OEB / Pembroke / CSA / Wunderman / Medicus / Jeffrey Simbrow & Associates / Cossette / WordsWorth / Academy of Learning / The Marketing Store / Maritz / CCH Canadian / Publicis / LBL Brands / Logos Brands / Sherman Laws / Agorex / Bensimon Byrne / Perennial, Toronto
Provided a range of editorial services (copy editing, proofreading, indexing, writing, rewriting) for various clients (advertising agencies, branding firms, graphic designers, web developers) and industries (pharmaceutical, financial, education, automotive, commercial, retail).

EDUCATION

University of Toronto, Toronto, ON
Bachelor of Arts (English, Actuarial Science), 1992
Brainbench certification (<http://www.brainbench.com/transcript.jsp?pid=4460713>) in
English Vocabulary (3.83) and Written English (3.73), 2003

COMPUTER CAPABILITIES

Hardware: Pentium III, 733 MHz, CD-ROM, 3.5" floppy disk, 20 gig HD, HP DeskJet, scanner, high-speed Internet access; familiar with Mac environment

Software: Microsoft Office 2000 software, Microsoft Office 97 software, WordPerfect 2000 suite, Adobe Acrobat 5, Internet Explorer, Netscape Communicator; knowledge of QuarkXPress 4, Dreamweaver MX, HTML and FrontPage

Abilities: Database management, desktop publishing, on-screen editing, word processing, web site management and development