

Will Willoughby

Writer • Editor

www.willwilloughby.com

[LinkedIn](#)

willwilloughby@comcast.net

207-994-4078 (cell)

13 Tamarack Drive

South Berwick, ME 03908

EXPERIENCE

Senior Content Editor

Southern New Hampshire University, Manchester, NH

October 2020–present

- Perform quality-assurance reviews of online course material edited by freelance editors
- Onboard and train freelance editors and give ongoing performance feedback
- Copyedit course content and university documentation for grammar, usage, style, and clarity
- Create and maintain internal training documents on process, best practices, and accessibility
- Manage workflow and collaborate with other departments to meet tight deadlines

Lead Content Editor

Southern New Hampshire University, Manchester, NH

October 2013–October 2020 (lead position dissolved as part of reorg)

- Copyedited online course content in all subject areas for grammar, usage, style, and clarity
- Supervised editorial team, conducted performance reviews, resolved issues elevated by the team, and hired and trained new editors
- Managed workflow and collaborated with other departments to meet tight deadlines
- Created internal documents such as Microsoft Word tutorials, editorial best practice guidelines, accessibility training, and an online test designed to efficiently screen editorial candidates

Editor

Measured Progress, Dover, NH

October 2005–October 2013

- Served as lead editor for large-scale student assessments comprising English language arts, math, science, and history
- Copyedited test questions for grammar and style, performed quality-control checks, and ensured the integrity of client edits
- Updated the company's style guide and other internal documentation
- Presented training sessions on Microsoft Word and production procedures
- Collaborated with members of state departments of education to develop and edit test questions

Production Editor

Arcadia Publishing, Portsmouth, NH

February 2000–October 2005

- Covered all aspects of production for publishing books on local history, from processing submitted materials to preparing books for print
- Copyedited manuscripts for grammar and clarity
- Prepared up to five 128-page books for publication per week, entering author corrections, proofreading text, collaborating with authors, and preparing final PDFs for the printer
- Scanned photographs, color-corrected images in Photoshop, and laid out books in InDesign
- Maintained house style guide, based on Chicago style, and trained new editors

Intern

Cambridge Literary Associates, Newburyport, MA
October 1999–January 2000

- Performed extensive editing and rewriting of nonfiction on deadline
- Worked with client to research and ghostwrite a nonfiction book of more than 100 pages

EDUCATION

- University of New Hampshire, Durham, NH
Bachelor of arts in English with writing focus.
Magna cum laude.
- Keene State College, Keene, NH
Two semesters, cumulative GPA of 4.0.
- Microcopy and UX Writing (Udemy course)
Completed December 2021.

SKILLS

- Highly skilled with Microsoft Word
- Proficient with Adobe Acrobat, Adobe Photoshop, and Microsoft Excel
- Experienced with addressing accessibility and UX issues
- Fluent with Mac and PC platforms
- Well versed in Agile methodologies