

Melissa Edeburn
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EDITOR / WRITER / PROJECT MANAGER / COMMUNICATIONS STRATEGIST

Twenty years' experience collaborating with subject matter specialists, marketing and communications experts, and publishing professionals to conceive, develop, and disseminate print and digital products and deliver compelling social media.

EMPLOYMENT HISTORY

- July 2013- **NICHOLAS INSTITUTE FOR ENVIRONMENTAL POLICY SOLUTIONS**,
Durham, NC
Present **Editor/Writer**
Work with public relations specialist to map out and execute institutional communications strategies. Edit reports, policy briefs, working papers, and newsletters; co-author "[The Climate Post](#)," a weekly roundup of climate and energy news; write and post website news, [features](#), and [Q&As](#); and write and post social media ([Twitter](#); [Facebook](#)). Help develop a variety of communications collateral, including ghostwriting staff members' guest blogs.
- Nov. 2012- **THINKSHIFT**, San Francisco, CA
July 2013 **Writer/Editor/Project Manager (part time)**
Scheduled and directed vendor work on digital communications projects as well as wrote and edited blog posts and other digital messaging.
- Feb. 2012- **LEAN ENERGY US**, Mill Valley, CA
Feb. 2013 **Communications Coordinator (part time)**
Wrote, edited, and produced a monthly e-newsletter and maintained website.
- April 2011- **NICHOLAS INSTITUTE FOR ENVIRONMENTAL POLICY SOLUTIONS**
July 2013 **Consultant**
Edited reports, working papers, and institutional strategy documents.
- Sept. 2007- **POLIPOINTPRESS (p3books.com)**, Sausalito, CA
April 2011 **Managing Editor**
Assisted in the development and managed the production of print and e-books on progressive politics and culture. Recruited vendors and directed their work to meet deadlines, budgets, and quality standards. Worked closely with authors to obtain publishable manuscripts and guide them through the production process.
- Jan. 2006- **THE WORLD BANK**, Washington, D.C.

- Sept. 2007 **Consultant**
 Edited and proofread books on topics pertinent to economic policy makers in developing countries. Worked with production editors and authors to establish level of edit, ensure conformance to *Chicago Manual of Style* and house style, and maintain series consistency. Wrote back cover and other copy. May 2002- THE WORLD BANK, Washington, D.C.
- Dec. 2005 **Production Editor**
 Managed prepress production of 20 books as well as ancillary products (executive summaries, conference and advance editions) per year. Established production schedule, cost estimates, and editing and design specifications for each project..
- Sept. 1997-
 Apr. 2002 **COLLEGE AND UNIVERSITY PROFESSIONAL ASSOCIATION FOR HUMAN RESOURCES (CUPA-HR)**, Washington, D.C. (now Knoxville)
Editor
 Worked with government relations, education, marketing, and design staff to promote educational products and services. Managed a biweekly newsletter and biannual journal. Wrote and edited newsletter and Web copy. Edited books.
- 1996-1997 **TRANSPORTATION RESEARCH BOARD (TRB)**, National Research Council, Washington, D.C.
Associate Editor
 Involved in all aspects of production of a bimonthly magazine for transportation professionals and policy makers. Established production schedule, collaborated with editorial board to develop contents of each issue, oversaw manuscript review process, communicated with authors, and corrected page proofs.
- 1995-1996 **PRESIDENT'S COUNCIL ON SUSTAINABLE DEVELOPMENT**, Washington, D.C.
Editorial Consultant
 Six-month contract. Ghostwrote portions of and substantively edited three book-length task force reports. Drafted executive summaries of and introductions to the reports, setting the context for policy recommendations. Rewrote and reorganized other sections to clarify concepts and enhance logic.
- 1989-1995 **RESOURCES FOR THE FUTURE (RFF)**, Washington, D.C.
Writer/Editor
 Wrote and edited publications conveying research of resident economists and visiting scholars on environmental issues to academics, policy makers, the business and environmental communities, and the general public. As associate editor of RFF's quarterly publication, *Resources*, solicited, substantively edited, and ghostwrote analyses of environmental quality.

EDUCATION

MA in English, The Catholic University of America
 BA in English; Graduated Phi Beta Kappa with honors in English, College of William and Mary