

# Deborah Shattuck

Health Sciences Editing, Writing, and Publications Management

[www.deborahshattuck.com](http://www.deborahshattuck.com)

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## Summary of Qualifications:

- Technical editor specializing in the substantive editing of research papers, proposals, grants, newsletters, and Web sites
- Published writer skilled in presenting public health information to both professional and lay audiences
- Publications manager accomplished at producing a peer-reviewed research journal and a public health newsletter

## Highlights of Work History:

### **January 2005-present. Clinical Instructor, Department of Health Services, University of Washington.**

Teach HSERV 590, a quarterly 1-credit, graduate-level writing course.

### **January 2004-present. Freelance technical editor and publications manager.**

Edit research manuscripts, grants, and Web sites.

Manage the review and revision of manuscripts for supplements to the Journal of the American Dietetic Association.

Manage the publication of student, alumni, and faculty profiles for the Extended MPH Degree Program, University of Washington.

### **October 2004-present. Public Information Specialist, Maternal and Child Health Leadership Training Program, University of Washington.**

Develop and maintain a communications plan that incorporates regular promotional activities into the program's yearly calendar.

Write, organize, and design program's Web site so that it is a highly effective vehicle for recruiting students, highlighting program accomplishments, and supporting student learning. Web site comes up first in Google search.

Develop visually interesting designs and write compelling content for promotional brochures, flyers, fact sheets, and posters.

Provide photography and photo editing services.

Coordinate the program's Research Festival.

### **October 2004-present. Managing Editor, *Northwest Bulletin: Family and Child Health*, Maternal and Child Health Leadership Training Program.**

Recruit board members. Coordinate board meetings and communication among board members and authors.

Develop and maintain publication procedures and schedules.

Contact potential authors, work with authors to clarify article content, and edit articles.

Develop graphic materials and lay out newsletter.  
Write introduction and develop list of resources.  
Supervise student interns.  
Regularly survey readers and use information to improve content, format, and technology of the bulletin. Increased the number of subscribers by one-third.

**1997 - September 2003, Administrative Editor; 1991-1997, Assistant to the Editor-in-Chief; Journal of the American Dietetic Association, Seattle.**

Wrote articles on topics that ranged from the effects of antiretroviral drugs on the nutrition status of patients with HIV/AIDS to integrating complementary medicine therapies into conventional practice. Expert at Internet searching and identifying and interviewing topic experts.

Independently managed the review and revision of over 400 scientific manuscripts per year. Ensured high standards of editorial quality and accuracy while meeting strict publication deadlines.

Coordinated communication between authors, reviewers, board members, and staff. Kept abreast of the latest developments and trends in biomedical fields and scientific publishing, and continually updated policies, procedures, and technologies. For example, reduced time from submission to publication and increased quality of reviews by developing an in-house database to monitor manuscript, author, and reviewer information and then, ten years later, transitioning that data to a Web-based manuscript submission and peer review system.

Researched and developed request for proposals, wrote contracts, and hired and supervised contractors.

Developed and monitored operating budgets.

Hired and supervised staff, wrote performance reviews, and set and monitored performance goals.

Tracked and reported production statistics and trends. Developed reader surveys and used results to develop new publication formats.

**Technical Skills:**

- Web site: HTML, CSS, TextPad, Macromedia Dreamweaver MX 2004, Adobe Acrobat Professional
- Print and photography: Adobe InDesign, Adobe Photoshop and ImageReady 7.0, Canon digital camera and software
- Publications: Editorial Manager
- General: Microsoft Word, PowerPoint, Excel, and Access

**Education:**

BA, English and philosophy. University of Washington, Seattle, 1976

Certificate, Non-Fiction Writer's Program. University of Washington Extension, 1998

**Memberships:**

Communications Committee, Professional Staff Organization, University of Washington  
Northwest Science Writer's Association