

Deborah Shattuck

Health Sciences Editing, Writing, and Publications Management

www.deborahshattuck.com

deborah@deborahshattuck.com

206-285-6499

Summary of Qualifications:

- Technical editor specializing in substantive editing. Media include scientific papers, proposals, grants, books, newsletters, Web sites, and slide presentations.
- Published writer skilled in presenting scientific information to both professional and lay audiences. Expert in Internet searching, interviewing topic experts, and making scientific and technical concepts understandable to diverse audiences.
- Publications manager accomplished at producing a peer-reviewed scientific journal, technical books, and a public health newsletter.

Highlights of Work History:

January 2004-present. Freelance technical editor, publications manager, and writer.

Edit research manuscripts, grants, and Web sites.

Tutor graduate students in writing research papers.

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

January 2005-present. Clinical Instructor, Department of Health Services, University of Washington. Teach a one-credit, independent-study writing course.

October 2004-present. Public Information Specialist, Maternal and Child Health (MCH) Program, University of Washington, part-time.

Coordinate the overall communication plans of the MCH Program.

Write content, design, organize, and maintain MCH Program's Web sites. Maintain and interpret usage statistics.

Develop, design, and write content for brochures, flyers, fact sheets, posters, and PowerPoint presentations.

Design graphics and illustrations for Web site and publications. Provide photography and photo editing for the program.

Coordinate the MCH Program's Research Festival.

Managing Editor, *Northwest Bulletin: Family and Child Health*. Coordinate board meetings and communication among board members and authors. Develop and manage publication schedules. Contact potential authors and edit articles. Develop graphic materials and lay out newsletter. Write introduction and develop list of resources. 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, 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 into conventional practice. Translated current research into information that clinicians could apply in their practices.

Reviewed manuscripts to ensure that they were accurately revised. Worked with authors in revising their manuscripts, including recommending best formats for presenting data in tables and figures.

Researched, developed request for proposals, and implemented an online submission and peer review system that significantly reduced time from submission to publication and costs.

Kept abreast of the latest developments and trends in biomedical fields and scientific publishing, and updated policies and procedures based upon findings.

Developed themes and solicited authors for special issues.

1991-1997. Assistant to the Editor-in-Chief, Journal of the American Dietetic Association, Seattle.

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.

Developed a relational database that streamlined the review process, increased accuracy of information, and reduced time from submission to publication.

Coordinated communication between authors, reviewers, and staff.

Developed and monitored annual budgets. Developed requests for proposals.

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

Developed office policies and procedures. Managed daily workflow.

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

Technical Skills:

- Web site: Macromedia Dreamweaver MX 2004, HTML, CSS, 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:

Northwest Science Writer's Association