

# Lauren Ramsdell

Editor and Writer

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## ABOUT

Everyone has a story to tell, whether it's a research paper, a textbook, or an autobiography. The way I make the world a better place is by helping thought leaders tell these stories. I am a fast, finicky editor with experience in medical, healthcare, engineering, and social science copy. I am also trained and previously worked as a journalist, specializing in local and hyperlocal coverage, giving me insight into the art and craft of persuasive writing. Interests include education policy, arts education, historic preservation, and science communication.

## SKILLS

Adobe Creative Suite (Acrobat, FrameMaker, Photoshop, InDesign, Illustrator), AMA Style, AP Style, basic HTML, Chicago Style, editing (developmental, line, and copy), interviewing, journal content management systems (including ScholarOne/Manuscript Central), fact-checking and research, management, page and cover design and layout, photography, WordPress, writing

## SELECTED PROJECTS

*Department of the Interior Nature-Based Solutions Roadmap*; *20<sup>th</sup> Century Air Conditioning*; *ASHRAE GreenGuide*, Fifth Edition; *Principles of Heating, Ventilating, and Air Conditioning*, Eighth Edition; *Cold-Climate Buildings Design Guide*, First and Second Editions

## EDUCATION

**MA, English | Concentration in Technical and Professional Communication**  
East Carolina University, Greenville, NC, *expected 2026*

**BA, Print/Online Journalism | Art History Minor | Communications Fellow**  
Elon University, Elon, NC, May 2012

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## EXPERIENCE

### Editorial Specialist

**Nicholas Institute for Energy, Environment & Sustainability at Duke University—Durham, NC**  
July 2022–present

- Serve as lead editor for the institute, producing scholarly research documents across environmental policy disciplines.
- Liaise with disparate authoring groups across the Institute and university to achieve cohesive content and voice.
- Contribute to institute marketing, including annual reports, photography, social media, and timely news writeups.

### Senior Copy Editor

**Wiley—Cary, NC**  
July 2021–July 2022

- Served as editor for research journals in the fields of petroleum production, sociology, and clinical laboratory science.
- Lead editor for American Hematology Society's Self-Assessment textbook.

### Associate Editor

**ASHRAE—Atlanta, GA**  
August 2018–June 2021

- Served as layout editor, copy editor, and author liaison for deliverables ranging from books to research articles, whitepapers, and more, with a content focus on green building policy and practice.
- Managed project flow from submission to production and follow-up marketing campaigns.
- Provided ongoing support for author teams post-publication.
- Identified and removed plagiarism using iThenticate software. Ensured all media were properly cleared of copyright restrictions.
- Adapted standard engineering parlance into cohesive internal style, including society-wide terminology and definitions. Wrote and maintained internal style guides and author guidelines. Disseminated forms and guidance to other departments.
- Attended biannual conferences, assisting in bookstore sales and continuing education administration. Attended author meetings and advised on editorial process.
- Managed strategies for ASHRAE's research journal, *Science and Technology for the Built Environment*, including journal promotion and reader retention.
- Created and updated yearly publication sales data charts.

### Assistant Editor

August 2015–August 2018

### Editorial Assistant

September 2014–August 2015

### Freelance Editor

December 2018–*present*

- Edit manuscripts for domestic and international English-as-a-second-language academics. Research foci include sociology, demography, and scientometrics.
- Manuscripts published in *Nature*, *Science*, *Scientometrics*, and *Science and Engineering Ethics*, among others.

**General Assignment Reporter**  
**DeKalb Champion—Decatur, GA**  
May 2014–September 2014

- Wrote 5–8 articles per week as a general assignment reporter.
- Covered crime and police, then education as an additional beat, in addition to travel and features at DeKalb County's legal organ newspaper.
- Covered a diverse demographic area in DeKalb, including Dunwoody, Doraville, Chamblee, Clarkston, and Pine Lake, Ga. All cities are suburbs of Atlanta, GA, one of the biggest metropolitan areas in the United States.
- Promoted both myself and the other reporters through social media, particularly Twitter.

**Editorial Assistant**  
**J&J Editorial—Cary, NC**  
January 2013–May 2014

- Managed the peer review process for diverse scientific and medical journals, including the *Journal of Minimally Invasive Gynecology*, the *Journal of Vascular and Interventional Radiology*, and others.
- Performed quality control checks on all manuscripts as they were submitted. Contacted authors with minor corrections before sending to editors.
- Coordinated authors, editors, reviewers, and publishers in an online, streamlined submission and review system.
- Assisted authors, editors, and reviewers with using online submission systems. Provided technical support as needed.

**Freelance Writer**  
**Raleigh Public Record—**  
**Raleigh, NC**  
July 2012–April 2013

- Covered the Wake County Public School System beat and issues important to local parents such as school board elections, county control of schools, and new school construction.
- Covered community response to new transit plans affecting the Raleigh metro area.
- Helped produce local voter guide and contributed live reporting on election day 2012.

**Intern**  
**Conduit Health**  
**Communications LLC—Cary, NC**  
May–September 2012

- Wrote and edited press releases, blog posts, and proposals for a local small business.
- Coordinated photo shoots, website updates, and travel itineraries for company owner.

**Arts and Entertainment Editor/  
Senior Reporter**  
**The Pendulum—Elon, NC**  
December 2009–July 2012

- Managed contributor pool of up to 50 volunteer reporters.
- Assigned and edited between 10–15 articles per week.
- Designed page layouts.
- Cultivated unique leads.

**Marketing and**  
**Communications Intern**  
**North Carolina Museum of Art—**  
**Raleigh, NC**  
May–August 2011

- Planned and managed social media campaigns.
- Authored weekly email marketing newsletters.
- Assisted in data entry for departmental hiring.

**Communications Intern**  
**St. Mark's United Methodist**  
**Church—Raleigh, NC**  
May–August 2010

- Wrote newsletter articles, updated the WordPress-based website, and assisted the office manager with daily tasks.
- Headed the photography and editing for a pictorial directory of the congregation.

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## OTHER ACTIVITIES AND HONORS

**GeorgiaForward Young Gamechangers c/o 2018**

- Leadership incubator working in Albany-Dougherty County, GA to solve community challenges.

**North Carolina College Media Association**

- First place, feature writing—2012

**Lambda Pi Eta Communications Honor Society**

- Inducted May 2012

**Alamance County Historical Museum Volunteer, 2011**

- Volunteered weekly, conducting tours, cataloging artifacts, and researching and drafting reports.

- Honorable mention, feature writing—2011