

# SUZY BILLS

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## Experience

### Assistant Teaching Professor, Brigham Young University (April 2017–Present)

- Teach courses in editing minor, covering topics such as copyediting, substantive editing, freelance editing, and online publishing
- Work with students one on one to provide tutoring, mentoring, and guidance on the editing minor and careers in publishing
- Direct the Faculty Publishing Service, educating faculty about the service, consulting with them on publishing matters, managing operations, and mentoring employees
- Provide guest lectures, STET presentations, and conference presentations on editing and freelancing

### Lead Editor, Joseph Smith Papers (May 2015–April 2017)

- Work closely with writers to help ensure they complete their tasks on schedule
- Substantive edit, copyedit, and proofread *Documents, Volume 6 of The Joseph Smith Papers*
- Oversee all other aspects of production, such as ensuring appropriate graphics are selected and all parts of the volume are formatted correctly
- Promote a positive, collaborative environment to encourage teamwork and motivation despite tight, stressful deadlines
- Apply strategic decision making to solve problems quickly, in the manner that is best for the volume and the overall project, and in a way that addresses the concerns of team members
- Serve on three committees, one of which involves providing training for all editors working at Church headquarters (including in the Church History Department, Church magazines, and Publishing Services Department)
- Write, design, and email a newsletter for individuals interested in the Joseph Smith Papers (currently 9,000+ subscribers)

### Freelance Editor, Writer, and Researcher (Jan. 2006–Present)

- Fiction and Nonfiction Books (Aug. 2011–Present)
  - Write all or parts of nonfiction books, including *Visions of Heaven*
  - Edit adult nonfiction, including *The Gift of Giving Life*, *Kundalini Yoga Meditation Explained*, and *Making a Difference*
  - Lay out books in InDesign or provide formatting/design suggestions
  - Edit children's picture books and middle-reader, YA, and adult fiction, including *Enemy Brothers*, *Blog of a Bully*, and *Adventures of a Mad Sixth Grader*
- Doctoral Dissertations and Master's Theses (June 2011–Present)
  - Coach authors on how to write
  - Apply appropriate style guide and university style to format and edit dissertations and theses (currently more than 100 completed)
  - Because of my high-quality editing and customer service, receive many referrals from dissertation committee chairs
- Covenant Communications (Dec. 2011–Oct. 2016)
  - Edit and proofread fiction and nonfiction books
  - Evaluate manuscripts submitted for publication, assessing the readability, identifying strengths and weaknesses, and offering suggestions for improvement
- Wienot Films (Mar. 2014–June 2016)

- Write and edit scripts for informational videos for companies (including Cisco and Canon), presenting complex concepts in an easy-to-understand manner
- Research the video topic and collaborate with clients to ensure the scripts are accurate and contain the desired information
- Dwelo (Dec. 2014–Feb. 2015)
  - Develop executive summary and white papers, focusing on product benefits
  - Craft calls to action
  - Write website content
- Cozmo Technology (Sept.–Dec. 2014)
  - Write blog posts on a variety of technical topics
  - Identify appropriate topics for the blog and an effective strategy to increase readership
- Blendfresh (Apr.–Dec. 2014)
  - Write, edit, and design promotional and website materials
- Brigham Young University English Language Center (Oct. 2013–Jan. 2014)
  - Edited and formatted training manual
- Blendtec (Sept. 2012–Nov. 2013)
  - Wrote and edited technical manuals, website content, print ads, and scripts for #1 viral ad campaign Will It Blend?
  - Edited recipe books
  - Used InDesign to create and edit user manuals, recipe books, brochures, and ads
  - Refined company branding by developing and ensuring adherence to an in-house style guide
  - Increased customer engagement and knowledge of company and products through developing clearly written materials
  - Increased company’s online presence and SEO ranking by applying best practices for online content
- Utah Valley University (Aug.–Sept. 2012)
  - Proofread and assisted with layout of *Benjamin Franklin’s Intellectual World*
- MyBar (Apr.–Oct. 2012)
  - Assisted in writing business plan, letters to potential investors, and marketing materials
  - Edited all written materials
  - Created the design and layout for materials
- Synergis Education (Mar.–Aug. 2012)
  - Edited and formatted contracts and user manuals
- Elite Editing (Jan.–Apr. 2012)
  - Edit business documents, articles, résumés, and marketing materials
  - Applied leadership and project management skills to ensure a group of editors working on a large project with a tight deadline were able to complete the project successfully
- Unbound Bookmaker (Aug. 2011–Nov. 2012)
  - Edited fiction and nonfiction books
  - Ghostwrote a book
  - Provided guidance on design

**Adjunct Faculty Member, Brigham Young University** (Jan. 2013–Dec. 2014)

- Taught core courses in the editing minor: ELang 350, 410R (technical, textbook, and freelance), and 430R (magazine)
- Requested that faculty members observe my teaching on various occasions and then provide feedback; I consequently implemented their suggestions for improvement
- Worked with students one on one to provide feedback, tutoring, and mentoring
- Presented on various editing/publishing topics at STET events

- Provided guest lectures on freelancing in Marv Gardner's ELang 410 and 430 classes

**Senior Editor/Curriculum Editor**, Institute for Professional Development (Dec. 2004–Sept. 2011)

- Provided oral and written training for other editors in the department; provided mentoring to new editors; provided grammar and writing training for professors and students
- Served as editor-in-chief of the company's print and online magazine, soliciting, selecting, writing, editing, and laying out articles (with the assistance of staff members)
- Edited higher education materials, reports, articles, e-magazines, and marketing materials; business reports; company announcements; and other communications
- Wrote and edited technical and training manuals for external and internal use
- Used InDesign to lay out and edit company brochures, newsletters, and ads
- Demonstrated scrupulous attention to detail
- Collaborated (verbally and in writing) with subject matter experts and other writers to produce high-quality technical manuals, curricula, and other documents; to resolve any questions raised about the documents; and to ensure the desired information was communicated in the correct manner for the intended audience
- Applied project management skills to ensure team members remained motivated and produced high-quality work, despite high-pressure situations and tight deadlines

**Editing Internship**, The Church of Jesus Christ of Latter-day Saints (May–Aug. 2004)

- Prepared and maintained documents published on the Internet, which required using structured markup language
- Wrote and edited instruction manuals, curricula, and product catalogs
- Used QuarkXPress to design various publications

**Manuscript Evaluator**, Covenant Communications (Mar.–Aug. 2004)

- Read manuscripts sent to Covenant Communications for publication
- Provided in-depth analysis of manuscripts, evaluating the readability, identifying strengths and weaknesses, and offering suggestions for improvement

**Editing Internship**, Brigham Young University Humanities Publication Center (Jan. 2003–Apr. 2003 and Sept. 2003–Apr. 2004)

- Edited books for general readership and articles for publication in academic journals, requiring research to verify information
- Analyzed and made suggestions for book layout and design

**Research Assistant**, Brigham Young University (Sept. 2002–Apr. 2003)

- Cowrote several articles with professors on historical topics
- Edited articles for publication in scholarly compilation
- Completed research to verify the accuracy of article information

**Technical Skills**

- Microsoft Word, PowerPoint, Publisher, Excel, and Project
- Adobe InDesign, Illustrator, Photoshop, and Acrobat
- QuarkXPress
- Moodle and Blackboard
- XHTML and XML

**Education**

**University of Phoenix–Online** (2009–2011)

- Master of Business Administration (GPA: 3.97)
- Wrote and edited course papers on business-related topics

**Apollo Group** (2009)

- Leadership Development Program

**Brigham Young University** (2000–2004)

- Bachelor's degree in history; minors in editing and dance (GPA: 3.94)

**Professional Organizations**

- American Copy Editors Society
- LDS Publishing Professionals Association (2015–Present)
  - President (2017–Present)
  - Vice President and Director of Education and Awards (Sept. 2016–Sept. 2017)
  - Director of Education and Awards (Apr. 2015–Sept. 2016)
- Society for Technical Communication Technical Editing Special Interest Group

**Published Work**

- *Visions of Heaven: What My Near-Death Experience Taught Me about Eternity* (2018)
- Writer for Cozmo Technology blog (2014)
- Contributing writer for the Blendtec blog (2012–2013)
- Contributing writer for the *CAAHE News* and the *CAAHE Chronicle* (2005–2011)
- “Facebook: Socialize with Friends, Earn an MBA” (2011)
- “Adjacency Pairs: Is Dispreferred Always Least Preferred?” (2011)
- “Learning to Apply, Not Just Sing, ‘Lord, I Would Follow Thee’” (2011)
- “Why Enron Failed” (2010)
- *APA Tutorial* (2010)
- “Freedom: The Temporary Gift of Christmas,” *The Thetean* (2004)