

Claire M. Caterer

Freelance Writer & Editor

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EDUCATION

B.A. honors in French, University of Kansas; Certificat de la Langue Française, Université de la Sorbonne, Paris; member Phi Beta Kappa.

EXPERIENCE

Freelance Writer, 1992-present

Author of dozens of articles online and in print. Regular contributor to *Kansas City Parent* magazine (monthly) and *Shawnee Magazine* (quarterly). Other publications include *Woman's World*, *Girls' Life*, and other national and local publications. Topics include:

- general parenting
- special-needs children
- education
- health & nutrition
- feature profiles
- travel

Also experienced in business writing in these areas:

- professional blogging
- web copy
- press releases
- fundraising materials

Recent credits include "Avoiding the Gender Trap: Teaching Kids to Dodge Stereotypes" for *Kansas City Parent* magazine (March 2010) and "Wild Times at the Kansas City Zoo" for *Leawood Lifestyle* (October 2010).

Freelance Editor, 1992-present

Freelance contractor for production editorial work, copyediting, and proofreading. Have copyedited or proofread more than 600 books. Projects include trade fiction, nonfiction, and periodicals, especially in these genres:

- health
- sports
- cooking
- biography
- young adult/juvenile
- self-help

Project Editor, HarperCollins Publishers, New York City, 1990-1992

Coordinated production process for a list of five to seven college textbooks per season, manuscript through bound book. Supervised freelance copy editors and proofreaders, consulted with designers, and acted as liaison with authors.

SPECIAL SKILLS

Fluent in AP style, MLA style, *Chicago Manual of Style*, and *Words Into Type*. Strong computer skills, including internet research and MS Word. Meticulous about meeting deadlines consistently. Fluent in the French language.

RATES

Negotiable. Can bill by hour, page, or project, at client's request.

REFERENCES

Ms. Renée Cafiero, Senior Production Editor

HarperCollins Children's Books
1350 6th Avenue, 3rd Floor
New York, NY 10019
(212) 307-3649

Ms. Marla Svoboda, Director of Development

Wayside Waifs Animal Shelter
3901 Martha Truman Road
Kansas City, MO 64131
(816) 986-4401

Ms. Michelle Daniel, Freelance Editor

Former Copy Chief at Andrews McMeel / Universal
please contact by email: mdaniel10@kc.rr.com

WRITING SAMPLES

Visit my website at www.clairecaterer.com and click on **My Online Portfolio** to read recent articles and link to my blogs. Or contact me via email or phone and I'll send you links or hard-copy clips.