

Shanna M. Davila

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Portfolio: shanna-marie.weebly.com

Education

Brigham Young University, Provo, UT, August 2012–December 2015

BA, English language; editing minor; 3.7 GPA

Relevant coursework

Editing minor, January 2013–April 2015: Intro to the English Language; Modern American Usage; Grammar of English; Basic Editing Skills; Intro to Print Publishing; Substantive Editing; Editing for Publication Technical Writing, Winter 2015

Complete Digital Marketing course & User Experience Design Fundamentals course, Udemy (in progress)

Experience

Editor, *Young Living Essential Oils*, September 2018–Present

- Manage and delegate editing queue when manager takes time off
- Ensure strict adherence to company voice and style in all publications
- Rolled out and currently maintain editorial style guide
- Demonstrate impressive editing skills (cleared on day 2 to submit projects without manager review)

Senior editor, *ACH Fulfillment*, March 2016–August 2018

- Managed and prioritized multiple projects daily with minimal supervision
- Edited marketing materials, newsletters, books, booklets, web content, labels, and all other written company content for distribution and publication as sole company editor
- Developed editorial guidelines and process as needed

Editing and writing intern, *Friend Magazine*, January–March 2016

- Wrote, rewrote, edited, and developed content for millions of readers around the world
- Consistently completed projects sooner than expected
- Collaborated with fellow staff members to develop and produce new content

Editor, *Religious Studies Center*, March 2014–December 2015

- Led a team of 5 other editors in making editorial decisions and learning house style
- Wrote blog posts, titles, headings, and other miscellaneous material as needed
- Copyedited 150+ articles, covers, front matter, and book chapters for publication, including several historical narratives

Assistant managing editor, *Stowaway Magazine*, January 2015–August 2015

- Managed team of 6 staff members (writers and editors)
- Wrote, revised, and designed travel-based content for publication

Freelance editor, January 2014–November 2016; May–August 2019

- Worked independently to complete projects in a timely manner
- Edited, designed, and typeset a 200-page family history
- Proofread 5 full-length personal histories
- Edited an entire history of The Church of Jesus Christ of Latter-day Saints in Quincy, Illinois

Advanced knowledge of *Chicago Manual of Style*

Familiarity with AP, APA, and MLA styles

Skills

Advanced: Copywriting, editing; Microsoft Office programs

Intermediate: Design and layout, WordPress, digital publication; Adobe Creative Suite

Superb organizational and project management capabilities; thorough attention to detail