

# BRITTNEY WARNICK

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## EDUCATION

**Carnegie Mellon University**  
MA in Professional Writing

Expected Graduation December 2010

**West Virginia University**

May 2009

BA in English with a concentration in Professional Writing and Editing  
Minors: Communication Studies and History  
GPA: 3.95

## INTERNSHIP EXPERIENCE

### Production Intern

WVU Press, Morgantown, WV

May 2008–April 2009

- Edited manuscripts from the copyediting stage through incorporation into InDesign.
- Used InDesign to apply character and paragraph styles to a manuscript.
- Made updates to WVU Press website using Drupal site management.
- Maintained a house style and adhered to the Chicago Manual of Style.

### Intern

Populore Publishing, Westover, WV

January 2008–May 2008

- Performed first edits on a manuscript using standard marks.
- Created a style sheet and maintained a house style when editing.
- Interpreted proofreading marks to make changes to a document.

## WORK EXPERIENCE

### Freelance Proofreader

Random House, Inc. Children's Book Division, New York, NY

May 2009–Present

- Ensured that page proofs included corrections made by copyeditor.
- Marked grammar, style, and consistency errors using standard marks.
- Adhered to Random House, Inc. style as well as the Chicago Manual of Style.

### Student Counselor

WVU Student Communication Center, Morgantown, WV

May 2008–August 2009

- Phoned potential WVU students to inform them of upcoming visitation opportunities.
- Answered general questions about applying, financial aid, housing, and student life.
- Directed callers to various WVU departments for help with complex questions.

### Freelance Proofreader

Office of the Provost, WVU, Morgantown, WV

October 2008–January 2009

- Proofread two short books before final printing.
- Proofread the executive report brochure on the 2010 Plan, WVU's enrollment and financial plan.

## HONORS AND ACHIEVEMENTS

- Author of historical book on WVU building, Colson Hall (in publication) Summer 2008
- Eberly College of Arts and Sciences Certificate of Academic Achievement 2007–2009
- President's List 2006–2009
- University Honors Scholar 2005–2009
- National Merit Scholarship Winner 2005–2009