

# SANDRA MURRAY

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## COPY EDITOR / PROOFREADER

Thirty years of experience in copy editing, proofreading, content management, research and analysis, fact-checking, and project management. Worked in magazine and college textbook publishing, and with Fortune 500 clients in the fields of public relations and advertising.

## SUMMARY OF QUALIFICATIONS

- Adept at modifying sentence structure and improving flow without altering tone, style, or meaning.
  - Pay meticulous attention to grammar, punctuation, and spelling.
  - Check tenses, clarity, consistency, and detect redundancy.
  - Ensure complete accuracy through research, analysis, and fact-checking.
  - Use AP Stylebook. Ensure that projects adhere to individual client styles and preferences.
  - Utilize strong project management skills to meet strict deadlines.
  - Guarantee an error-free, polished project.
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## CAREER EXPERIENCE

### **The Fine Print Copy Editor LLC, Founder and Owner (2019–Present)**

#### **Freelance Copy Editor / Proofreader (2009–2019)**

Recently founded The Fine Print Copy Editor LLC, my own freelance copy editing business. Since 2009, I have freelanced for entrepreneurs, large and small business owners, medical professionals, and academic faculty members to correct, revise, and smooth written content that speaks to their specific audiences.

- Copy edit projects including blog posts, magazine feature stories, website copy, direct mail copy, marketing materials, articles, newsletters, business communications, letters of recommendation, short stories, research papers, and emails (personal or business).
- Contracted with American Dental Association (ADA) officers to copy edit technical professional papers for publication and presentation at ADA national conferences.

### **Millionaire Blueprints Magazine**

#### **Senior Editor / Copy Editor (2006–2008)**

Managed editorial department of a 150-page monthly national magazine containing four-color feature profiles on the successes of self-made millionaires. Edited and fact-checked freelance articles, in-house staff work, and columns. Wrote feature stories.

- Researched potential subject candidates, developed pertinent questions, and conducted recorded interviews for freelance writers to use in creating feature stories.
- Hired freelancers, served as point of contact in troubleshooting production issues, strategically allocated resources to meet delivery schedules.

### **Keller Williams Realty, Laura Swearingen Team LLP**

#### **Listing Coordinator (2002–2005)**

Led marketing development for a top-producing real estate team.

- Made onsite property visits to gather detailed listing information and to personally photograph properties.
- Wrote creative marketing content that drove sales of exclusive, million-dollar luxury home listings.

**The Dallas Morning News – GuideLive.com****Freelance Writer / Editor / Proofreader** (1999–2001)

Member of the creative team that developed GuideLive.com, one of the first websites to promote Things to Do in Dallas / Fort Worth.

- Wrote creative features to promote local shopping, dining, and entertainment services offered by exclusive restaurants, retail specialty shops, and four-star hotels.
- Wrote copy that highlighted upcoming Dallas fundraisers and charity events.

**Rapp Collins Worldwide****Copy Editor** (1996–1998)

Copy edited and proofread promotional, collateral, and direct mail materials for Fortune 500 clients of a global marketing, advertising, and public relations firm.

- Clients included: Hyatt Marketing, Hilton Hotels, and Continental Airlines.
- Elevated design standards by creating a customized in-house stylebook of clients' proprietary branding trademarks for staff use to ensure continuity in all marketing materials.

**Harcourt Brace College Publishers / The Dryden Press****Project Manager** (1992–1995)

Copy edited the firm's 500-page sales guide / media kit, a 300-page sales manual, and numerous four-color promotional brochures, catalogs, and mailers that profiled seven college textbook disciplines.

- Managed Editorial and Marketing Department staff members under Publisher's direction.
- Assisted editorial team in designing and marketing college textbooks. Coordinated projects from initial planning stage to final product delivery

**The Cattleman Magazine****Senior Editor / Copy Editor** (1981–1987)

Led editorial team in developing feature stories for a 200-page monthly magazine published by Texas & Southwestern Cattle Raisers Association (TSCRA); approved and copy edited all magazine content; managed in-house editorial staff; interviewed industry leaders and national political figures; and served as official photographer for TSCRA's foundation and annual conventions.

- Received numerous national awards for excellence in magazine feature writing to include the Texas Veterinary Medical Association's Mark Francis Award.
- Built a portfolio of more than 60 four-color feature stories.
- Feature story selected for publication in the Texas State Historical Association's Handbook of Texas Online.

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## EDUCATION

Bachelor of Science in Journalism – Texas A&M University, College Station

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## PROFESSIONAL ASSOCIATIONS

Texas A&M University – The Association of Former Students Century Club  
The Society of Professional Journalists  
ACES: The Society for Editing  
Editorial Freelancers Association  
The Professional Editors Network  
Northeast Tarrant County A&M Club officer