

Kassel S. Coover

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SUMMARY

- Freelance editor with a specialty in health care/pharmaceutical advertising.
 - Experience editing veterinary health and human health materials.
 - Serve as a back-up editor to handle work overflow.
 - Function as a fill-in editor when full-time editors are absent.
 - Review content intended for health care professionals and consumers.
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RELEVANT EXPERIENCE

Digitas Health LifeBrands

Freelance Copy Editor

Philadelphia, PA
July 2012–Present

- Edit copy documents according to the *American Medical Association (AMA)* style guide.
- Annotate PDFs of websites, slide decks, and booth mockups.
- Line edit digital media, such as videos, PowerPoint presentations, and emails.

Circa Healthcare

Freelance Editor/Proofreader

Exton, PA
Mar. 2008–Present

- Revise multiple rounds of copy writing.
- Proofread advertising and marketing materials according to AMA and internal style guides.
- Prepare materials for client review.
- Assist with pitches and product launches (domestic and global).

National Board of Medical Examiners

Editorial Production Assistant

Philadelphia, PA
May 2006–Feb. 2008

- Pre-edited newly written multiple-choice test questions prior to editor review.
- Formatted layout for computer-based testing using in-house computer programs.

The News-Enterprise

Copy Editor & Page Designer

Elizabethtown, KY
Oct. 2005–Mar. 2006

- Edited articles according to *Associated Press* style.
- Managed content and design of weekly entertainment and events section, *Pulse*.

Black Enterprise Magazine

Copy Editor

New York, NY
June 2005–Aug. 2005

- Revised stories for website and magazine.
 - Researched and verified accuracy of information.
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EDUCATION

Hofstra University

Bachelor of Arts in Communications

Hempstead, NY
2005