

## Paul Galicki | Copy Editor | Copywriter

Oceanside, CA 92054

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### Summary:

Paul Galicki is a hardworking, detail-oriented, thoughtful editor and copywriter who uses his education and experience in advertising to ensure the clarity, accuracy, and quality of all content he edits and creates. During his nearly 20 years of professional experience, Paul has worked with print and online materials in subject areas as diverse as real estate and nanobiotechnology, focusing on producing content that clearly conveys the intended message to the target audience.

### Education:

The Art Institute of California–San Diego, Bachelor of Arts in Advertising, 2004  
Graduated with a 4.0 GPA, Perfect Attendance, and Highest Honors

### Work Experience:

#### Editor (Freelance), April 2024–Present

Mindrift, Remote

- Using a content-management system to edit human-generated AI training data, ensuring three-turn dialogues meet very specific requirements, adhere to established style rules, and sound human rather than robotic

#### Senior Editor, April 2017–September 2023

Strategic Business Insights, Menlo Park, California, and Remote

- Oversaw company-wide editorial operations to publish more than 50 print and online deliverables each month
- Edited Explorer, Scan, and VALS copy for grammar, syntax, style, clarity, accuracy, consistency, originality, tone, and length
- Maintained and updated in-house style manual, implementing company-wide changes when necessary
- Performed rigorous fact-checking to eliminate errors from deliverables and internal databases
- Coordinated with multiple departments to ensure timely publication of monthly deliverables, altering workflows when necessary
- Managed three-person teams of contracted editors to complete monthly editing tasks
- Participated in redesign of existing deliverables and development of new deliverables

#### Editor, August 2011–April 2017

Strategic Business Insights, Menlo Park, California, and Remote

- Edited Explorer, Scan, and VALS copy for grammar, syntax, style, clarity, accuracy, consistency, originality, tone, and length
- Collaborated with director of Scan service to improve content quality and publication-process efficiency

#### Contracted Editor, May 2011–August 2011

Strategic Business Insights, Remote

- Edited Explorer copy for grammar, syntax, style, clarity, accuracy, consistency, originality, tone, and length

#### Remote Content Producer (Freelance), August 2010–June 2011

Reputation.com, Remote

- Used a content-management system to write complimentary profiles for clients according to specific SEO guidelines

#### Advertising Feature Writer, September 2007–September 2010

The Daily News (Bay Area News Group), Menlo Park, California

- Interviewed, photographed, and wrote profiles about prominent local real-estate agents and business owners
- Collaborated with operations manager to conceptualize and develop the *Bay Area Green* quarterly environmental publication
- Produced seven issues of *Bay Area Green*, writing feature articles, editing feature articles from contributing writers, selecting and editing relevant content from newswires, designing page layouts, and managing production
- Produced multiple special sections, designing page layouts and selecting and editing relevant content from newswires
- Wrote, edited, and laid out the “Absolutely” advertising column
- Created and produced weekly travel section, creating original content and selecting relevant content from newswires
- Acted as temporary proofreader in the editorial department following dissolution of previous position

#### Assistant Editor and Writer, June 2005–June 2006

Health & Beauty Magazine, San Diego, California

- Collaborated with creative director and publisher to develop the new publication’s unique voice, tone, and style
- Edited all ad copy and all articles from staff writers and contributing writers
- Wrote feature articles, advertorials, product descriptions, and other content

### Skills:

**Competencies:** Proofreading, copyediting, line editing, developmental editing, rewriting, restructuring, fact-checking, author collaboration, style-manual development and maintenance, writing, interviewing, research, graphic design, page layout, document and publication design, typography, ad design, logo design, photography, graphic-design management, project management

**Style Guides:** *The Chicago Manual of Style*, *The Associated Press Stylebook*, Wikipedia Manual of Style, in-house-style manuals

**Software:** Microsoft Word and Clipchamp; Adobe Acrobat, Photoshop, Illustrator, and InDesign; QuarkXPress; Google Docs

**Content:** Articles, advertorials, reports, presentations, proposals, ads, scripts, press releases, briefs, blurbs, captions, headlines

**Attributes:** Detail oriented, diligent, affable, organized, team player, punctual, problem solver, eager to learn, creative, logical