

Paul Galicki

Copy Editor and Copywriter

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Paul Galicki is a hardworking and detail-oriented wordsmith who ensures the clarity, accuracy, and quality of all content he works with. During his nearly 20 years of professional experience, Paul has worked with print and digital materials in a diverse array of subject areas to produce content that conveys the intended message to the target audience.

Work Experience

Editor (Freelance)

Apr 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
- + Fact-checking dialogues to eliminate AI hallucinations and other inaccuracies
- + Providing detailed feedback to help authors improve their writing

Senior Editor

Apr 2017 - Sep 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 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
- + Altered workflows to improve efficiency of production in response to corporate restructuring
- + Managed three-person teams of contracted editors to complete monthly editing tasks
- + Participated in redesign of existing deliverables and development of new deliverables

Editor

Aug 2011 - Apr 2017

Strategic Business Insights | Menlo Park, California, and Remote

- + Edited 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
- + Aided analysts in understanding and adhering to the in-house style manual and in improving their writing

Contracted Editor

May 2011 - Aug 2011

Strategic Business Insights | Menlo Park, California, and Remote

- + Edited copy for grammar, syntax, style, clarity, accuracy, consistency, originality, tone, and length
- + Collaborated with authors and program director to improve clarity and readability of deliverables
- + Provided quick turnaround times to keep pace with publication schedule

Remote Content Producer (Freelance)

Aug 2010 - Jun 2011

Reputation.com, Inc. | Remote

- + Used a content-management system to write complimentary profiles for clients according to specific SEO guidelines
- + Conducted extensive research to uncover client insights
- + Updated and rewrote profiles according to input from editors and clients

Advertising Feature Writer

Sep 2007 - Sep 2010

The Daily News (MediaNews Group) | Menlo Park, California

- + Interviewed and wrote human-interest stories about prominent local real-estate agents and business owners
- + Collaborated with operations manager to conceptualize 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 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 at the copydesk following dissolution of previous position

Assistant Editor and Writer

Jun 2005 - Jun 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

Projects

The Food Institute

Nov 2023 - Nov 2023

- + Wrote an article about retail-industry cybersecurity

Martin Schwirn

Nov 2017 - Dec 2017

- + Edited the book proposal for Small Data, Big Disruptions

G. S. Richter

Jun 2017 - Oct 2017

- + Provided editorial-consultation services for the Nihil's Retina novella

Sandium Heating and Air Conditioning

Mar 2011 - Apr 2011

- + Wrote an informative PR story about the PoolStar System and secured story placement in The Daily News

BrainTree Studios

Sep 2010 - Dec 2010

- + Collaborated with Aaron Morse to conceptualize and develop The Southern Branch Web cartoon and write the show Bible and pilot script

Core Skills

Editing, Copyediting, Line Editing, Proofreading, Developmental Editing, Fact-Checking, Research, Interviewing, Style-Manual Development, Attention to Detail, Grammar, Syntax, Spelling, Rewriting, Ghostwriting, Copywriting, Writing, Article Writing, Advertorial Writing, Advertising Writing, Ad Copy, Ad Development, Creative Writing, Magazine Writing, Newspaper Writing, Graphic Design, Graphic-Design Management, Typography, Project Management, Production Management, Time Management, Concepting, Brainstorming, Collaboration, Page Layout, Page Design, Publication Design, The Chicago Manual of Style, The Associated Press Stylebook, Microsoft Word, Microsoft Excel, Microsoft Clipchamp, Adobe Acrobat, Adobe Photoshop, Adobe Illustrator, Adobe InDesign, QuarkXPress, Google Docs.

Education

The Art Institute of California-San Diego

Sep 2000 - Sep 2004

Bachelor of Arts Advertising
GPA 4.0