

**Pamela Blackburn Nelson**  
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Mrs. Nelson is an experienced communications professional with versatile and reliable skills as an editor, trainer and project manager. Her work has included editing, teaching and coaching, providing user support, supervising personnel, and developing workflow and policies.

Her blog is Grammar Guide, [grammarguide.copydesk.org](http://grammarguide.copydesk.org), a part of the American Copy Editors Society website.

## **Professional experience**

*American Institute of CPAs*, Durham, North Carolina [www.aicpa.org](http://www.aicpa.org)

April 2012-present **Copy editor, Magazines and Newsletters.** Copy-edit features and news for online and print publications, including the *Journal of Accountancy* and *The Tax Adviser*, for the world's largest professional association representing the accounting profession. Write display type as needed. Proof-read for the print magazines and the electronic newsletters. Fill in as final read on newsletters. Edit in American and British English.

- ▶ Developed and presented a grammar-usage game in a well-received training session.
- ▶ Developed and led a training session in headline and subject line writing for print and online.

*McClatchy Southeast Publishing Center*, Charlotte, North Carolina (*Charlotte Observer*, [www.charlotteobserver.com](http://www.charlotteobserver.com))

August 2011-present **Universal editor** Edit copy for three daily and Sunday newspapers, ensuring proper grammar, syntax, style, etc., fact-checking content and meeting page design requirements for length; write headlines, photo captions, promo lines, information box copy, etc.; proofread and correct finished pages and graphics to ensure accuracy; fine-tune page design.

*The News & Observer*, Raleigh, North Carolina (135,000 daily, 190,000 Sunday)

January 2001-August 2011 **Copy editor** Edited copy written by staff, correspondents and wire services for daily and Sunday newspaper.

▶ CCI NewsGate Superuser. Trained staff, analyzed and developed editorial workflows, wrote documentation, assisted production, troubleshoot user-reported problems and adapted typographical codes for site implementations. Trained newsroom personnel for site implementations at additional McClatchy newspapers, including *The Miami Herald*.

- ▶ Conducted staff and outside seminars in headline writing, editing and language use.
- ▶ Wrote and managed Triangle Grammar Guide, a blog about grammar, usage and other language issues; developed and posted usage quizzes.

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### Professional experience (continued)

*Campbell University, Department of Mass Communication*, Buies Creek, North Carolina

August 2002-December 2002 **Adjunct Instructor** Taught basics of copy editing. Developed curriculum, guided discussions and written exercises, prepared and administered exams.

*HowStuffWorks*, Cary, North Carolina ([www.HowStuffWorks.com](http://www.HowStuffWorks.com))

May 2000-December 2000 **Managing Editor** Supervised development and posting of content for online magazine; hired and supervised writers, artists and freelancers; edited all copy; posted material to website, including HTML coding; researched and wrote articles.

*The News & Observer*, Raleigh, North Carolina

November 1999-May 2000 **Assistant Capitol/state editor** Supervised reporters; assigned coverage and edited articles about statewide issues and other topics; suggested or determined visual elements and research needed for articles; served as liaison to graphics, photo and news research.

June 1995-November 1999 **Day news editor** Supervised, scheduled and trained 20 full-time and eight part-time copy editors, including critiquing paper for content and style; recruited copy editors, and newsroom summer interns; prepared news budget for morning editors' meeting; served as liaison to advertising; maintained stylebook; edited local and wire copy.

April 1988-June 1995 **Assistant news editor/deputy copy desk chief** Supervised 10-person weekend copy desk; substituted for wire editor, slot, local editor and rim editor.

June 1987-April 1988 **Copy editor** Edited local and wire copy as slot and rim editor, designed pages, wrote headlines, captions and other display type.

*The Fayetteville Observer*, Fayetteville, North Carolina (48,000 daily, 73,000 Sunday)

October 1985-June 1987 **Senior copy editor**

*The State*, Columbia, South Carolina (100,000 daily, 150,000 Sunday)

August 1982-October 1985 **Copy editor**

*The Telegraph*, North Platte, Nebraska (17,000 daily and Sunday)

June 1979-May 1982 **Night news editor/wire editor**

*Hickory Daily Record*, Hickory, North Carolina (27,000 daily)

August 1976-June 1979 **Wire editor/1A editor, copy editor, staff writer**

### Education

Bachelor of arts, University of North Carolina at Greensboro. English major, history minor.

Proficient in CCI, including NewsGate, NewsDesk and Layout Champ; Saxotech, Adobe InCopy, Windows, Microsoft Office applications, HTML, Internet access software.