

# John Belmont

206.992.0595  
john.d.belmont@gmail.com  
www.belmontediting.com

## SUMMARY

I am a professional editor interested in working with authors to proofread, copyedit, and developmentally edit their works. I really enjoy helping writers to effectively express their ideas, thoughts, and experiences.

## EDITORIAL SKILLS AND QUALIFICATIONS

- **Onscreen editing:** Microsoft Word (Mac and PC), Adobe Acrobat, Google Docs
- **Hard-copy editing:** Proficient in using editing/proofreading marks
- **Photo-editing:** Adobe Photoshop - color correction and image manipulation for print production
- **Style manuals:** *Chicago Manual of Style*, 16th edition; *MLA Handbook*, 8th edition
- **Dictionaries:** *Merriam-Webster's Collegiate Dictionary*, 11th edition
- **Editorial training:** Editing Certificate from the UW Professional & Continuing Education program, 2017

## EDITORIAL WORK HISTORY

**Book editing:** *The Glass Vampire* by David Page, 2017 – a self-published, nonfiction, dark-fantasy novel

**Academic editing:** College entrance essays (undergraduate and graduate); persuasive, synthesis, narrative, descriptive, and expository essays

## OTHER EXPERIENCE

### 2004-present

#### Freelance ESL Tutor

Tutor English as a second language to adult learners (business professionals and MBA students)

### 2004-present

#### English and ESL Tutor - North Seattle College, Page One Writing Center

- Tutor composition, grammar, and pronunciation to students of various cultural backgrounds
- Facilitate English conversation groups for ESL students
- Established online discussion board to help facilitate sharing of knowledge among tutors
- Compiled phonetic inventories of the languages representative of our student population

### 2014-2016

#### Peer Coach - Belmont Coaching – Seattle, WA

- Provided peer support and mentoring services to clients seeking career and life changes
- Created achievable goals and held clients accountable to accomplishing them

### 2010-2013

#### Programs Assistant - North Seattle College, International Student Department

- Provided support for Humanities 299 - First steps to American Culture (grading and lesson planning)
- Conducted new student orientations
- Counseled students who struggled with classes and cultural acclimation

### 2004-2006

#### ESL Conversation Leader - University of Washington, English Language Programs

Facilitated English conversation groups for visiting foreign students

**1999-2002**

**Sole Proprietor/Photo Editor - Alterna-Graphics, Seattle, WA**

Provided digital imaging and prepress services to art directors and photographers using Adobe Photoshop (became a Certified Expert in Photoshop through Adobe's ACE program)

**1996-1999**

**Photo Retoucher/Digital Artist - Rainier Color, Inc., Seattle, WA**

Generated press-ready image files using Adobe Photoshop

**1990-1996**

**Prepress Assistant - International Printing and Publishing, Houston, TX**

Provided support for prepress personnel, which included lithographic plate production, film stripping, lithographic camera operation, and image retouching using Adobe Photoshop

**EDUCATION**

**2017**

**University of Washington Professional and Continuing Education**

Editing Certificate

**2002-2004**

**University of Washington**

Bachelor of Arts – Russian Language and Literature/Linguistics (3.95 GPA)

**1989-1990**

**Defense Language Institute – United States Air Force – Presidio of Monterey, CA**

Russian Language (3.9 GPA)

**VOLUNTEER EXPERIENCE**

**2014-present**

**Online Peer Counselor - 7 Cups of Tea (7cups.com)**

Provide online peer support for those seeking anonymous emotional health and well-being services

**2011-2012**

**Peer Counselor - Recovery Café, Seattle, WA**

Counseled people struggling with issues of mental health, substance abuse, and homelessness

**PROFESSIONAL ORGANIZATIONS/MEMBERSHIPS**

Northwest Editors Guild

Copyediting-L

**AWARDS AND PUBLICATIONS**

**Licton Springs Review Literary Journal**

*Nagus Verve, Desanctuary, Pedantic X* – poems; *19c* – short story

**3<sup>rd</sup> Annual North Seattle College Art Auction**

People's Choice Award for mixed media artwork - *Earth Candy*