

Heidi Mitchell
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Career Profile

After many years experience providing administrative and accounting support for small business owners, nonprofits, and corporations, I feel I've found my true vocation in editing. I'm motivated to edit pretty much everything I can get my hands on: book manuscripts, short stories, articles, blogs, interviews, dissertations, websites. With excellent written and verbal communication skills, I work easily with people, both directly and long distance. Highly detail-oriented, accurate and organized, I enjoy editing in all its facets: from taking dictation by the author to then take away, edit, and make good, to structural and stylistic editing, copy editing, proofreading, and indexing. I've always enjoyed jobs where I have the opportunity to make order out of chaos, and now I want to turn that skill into helping new writers get their voices out into the world in the most meaningful and polished way possible.

Work Experience

Freelance Editing

- developmental editing & consultation
- structural, stylistic, & copy editing
- proofreading
- editing of blogs, articles, interviews, websites
- indexing
- taking dictation/editing the results
- editing of Integral dissertations

Administrative Assistant

- financial administrator
- correspondence & scheduling
- bookkeeping & invoicing
- organization of filing systems
- mailing & donor list upkeep
- creating spreadsheets
- personal assistant

Work History

2007-Current Freelance editor & executive assistant to award-winning author & expert on cutting-edge addiction recovery treatment. Bookkeeper and financial administrator for three LLCs and a trust fund.

To read further, please contact me.

References gladly supplied upon request.