
Thomas E. Sullivan, MA, RPCV
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Working with words since 2005. Member – Editorial Freelancers Association
Freelancing as Sullivan Wordsmithing (www.sullivanwordsmithing.com) since 2011.

Areas of Expertise

- Technical/academic editing
 - International English / ESL writers
 - Book layout/design/front & back matter
 - MS Word troubleshooting
 - Editorial project management
 - Ghostwriting/Ad writing
 - Ebook conversion
 - ELL/TEFL Education
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Writing/Editing Experience

Contributions: Experienced with many stages of the publishing process. Excellent record for prompt, accurate service. Successful writing/editing for multiple pilot programs and new media projects.

Freelance Writer/Editor, Sullivan Wordsmithing –Lee’s Summit, MO, March 2011 – Present
Writing, editing, research, and project management for scientific, academic, and business projects.

Executive Board and Editorial Board Member, Whispering Prairie Press – Kansas City, MO 2017 – Present
Nonprofit administration, publishing, grant writing, event planning, fundraising, sales.

Managing Editor, CambridgeEditors – Cambridge, MA, Sept. 2018 – May 2019
Working remotely, managed day-to-day operations, estimated and assigned various jobs to editors.

In-House Proofreader, SkillPath Seminars – Mission, KS, July 2006 – July 2008
Proofed and edited documents: books, brochures, email and web advertising, catalogs, and more.

Copywriter, Mail Print, Inc. – Kansas City, MO, May 2005 – Jan. 2006
Wrote advertising and branding materials for the company and its clients, including brochures, postcards, business cards, email advertising, informational articles, and internal documents.

Teaching Experience

Adjunct Faculty – English, Metropolitan Community College Kansas City, Aug. 2011 – May 2017
Taught introductory and remedial college writing courses.

English as a Foreign Language (TEFL) Instructor, U.S. Peace Corps/Mongolia, June 2010 – Dec. 2010
Taught English at Darkhan School of Technology (DaTS), in Darkhan, Mongolia. Coached English teachers at the college. Developed online learning materials.

English Immersion Camp Instructor, Jeollanam Province Education Ministry, South Korea, July – Aug. 2009
Taught English as a foreign language to Korean middle school students.

Graduate Instructor/Writing Tutor, University of Missouri – Columbia, MO Aug. 2008 – May 2010
Tutored for the Writing Center on campus. Taught English 101 courses.

Education

Master of Arts	English, 18th & 19th c. British lit.	University of Missouri – Columbia
Bachelor of Arts	English, literature emphasis	Avila University – Kansas City, MO

Mongolian Language: Intermediate level. Six months working in country.

Spanish Language: Novice level. High school and college coursework.
