

# Sharon E. Hunt

## WordHunting, LLC

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*Freelance editor, and proofreader with 19 years of experience*

*Master of Arts in English, with distinction; Master of Library Science*

*Focus on cultural history, natural history, medical sciences, and Native American studies*

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### Skills

Copyediting, Proofreading, Transcribing, Indexing  
Knowledge of medical terminology, French, and Spanish  
Experience in information retrieval and library research  
Proficient in Microsoft Word and PowerPoint and HTML  
Type 100 w.p.m.

### Experience – Current

Contributed to publication of 117 separate books (41 edited; 71 proofed; 7 indexed)

*The University of Arizona Press*, Tucson, 2002–present. Edit, proofread, and index manuscripts in Native American studies, Latina/Latino studies, archaeology, Western history, and natural history. Edited 33 mss.; proofed 42 mss.; indexed 6 mss.

*Madden Media*, Tucson, 2007–present. Proofread tourism publications.

*Rio Nuevo Publishers*, Tucson, 2010–present. Proofread manuscripts on local history.

*Pima County Public Library*, Tucson, Program Instructor, 2011–2014. Reviewed and edited resumes; taught word processing skills; wrote informational materials.

*WordHunting, LLC*, 1997–present. Freelance editor, indexer, and proofreader for individuals and organizations. Write materials and give presentations on the history of southern Arizona, with a focus on the Civilian Conservation Corps.

### Experience – Previous

*Medieval & Renaissance Texts & Studies*, SUNY–Binghamton. Copyeditor, proofreader, typesetter, and production editor for manuscripts in literature, history, and religion.

*TMP Worldwide* (monster.com). Proofread, corrected, and formatted 2,500<sup>+</sup> electronic resumes in French and in English for this human resources company.

*North Carolina State University*, Raleigh. Webmaster for 12 undergraduate research symposia. Maintained symposia Web site and compiled judging packets and book of abstracts.

*Colossal Cave Mountain Park*, Vail, AZ. Librarian and Photo Archivist. Wrote and edited materials on Southern Arizona history, desert ecology, and Civilian Conservation Corps history.

*University of Arizona*, Tucson. Administrative Assistant. Transcribed, copyedited, and proofread manuscripts, grants, résumés, class materials, departmental newsletters, and student handbooks.

## Education

Certificate in Professional Writing; Master's of Arts in English with distinction, emphasis in Literacy, Technology, and Professional Writing, Northern Arizona University  
Coursework in Professional Editing, Proposal Writing, Advanced Technical Writing, Information Design and Usability Testing, Project Management and Documentation Design, Rhetoric and Writing in Professional Communities, Written Communication in Organizations, Graduate Research, Writing Theory and Practice, Language and Diversity, Advanced Professional Writing, and Literacy and Teaching Writing.

Master's in Library Science, The University of Arizona

Bachelor's in Psychology with Highest Honors, Binghamton University

## Published Works

*The CCC in Arizona*. Co-author. Charleston, SC: Arcadia Publishing, 2014.

*Empire Ranch*. Charleston, SC: Arcadia Publishing, 2012.

*Vail and Colossal Cave Mountain Park*. San Francisco, CA: Arcadia Publishing, 2007.

"The History of the La Posta Quemada Ranch, Vail, Arizona," Tucson Corral of the Westerners. *The Smoke Signals*, No. 82, June 2007.

*Civilian Conservation Corps Company 3840: Camp SCS-19-A, St. David, Arizona, 1935–1939 and Camp SCS-26-A, Patagonia, Arizona, 1939–1941*. Tucson: Self-published, 2010.

*In Their Own Words: The Camp Newspapers of CCC Co. 3840, Camp SCS-19-A, St. David, AZ, and Camp SCS-26-A, Patagonia, AZ*. Tucson: Self-published, 2010.

*In Their Own Words: The CCC Camp Newspapers of Santa Cruz County, AZ*. Tucson: Self-published, 2011.

"Getting it Straight: Web Resources on Scoliosis," *Health Care on the Internet* 4(4):29–35, 2000.

"Parkinson's Disease Resources on the Web," *Health Care on the Internet* 3(4):13–27, 1999.

"Superman's Crusade: Spinal Cord Injury Resources on the Internet," *Health Care on the Internet* 2(4):3–20, 1998.

## Kudos/Awards

"Thanks for making this book the clear, lucid, grammatically perfect work it is! All the best." Neil Miller, *Kartchner Caverns*, UAP, 2008.

"I have to thank you, one more time, for the care you took with *The Permit That Never Expires*. It looks fine! I truly owe you for the idea of breaking out the dialogue! Un abrazo." Philip Garrison, *The Permit That Never Expires*, UAP, 2010.

“Sharon E. Hunt masterfully copyedited the volume under a tight and unforgiving deadline.” Alan P. Sullivan III, *Hinterlands and Regional Dynamics in the Ancient Southwest*, UAP, 2007.

“My thanks for such a thorough job on the *Golf Guides* board proof. Especially for catching my typo on the cover!” Jeff Atwell, Editorial Director, Madden Media

“Just a quick note of thanks for thoroughly proofing *Tucson Guide* and *Newcomers Guide* yesterday. You both caught some pretty significant errors. Thanks for keeping us lookin’ good!” Courtney Colaianni, Senior Editor, Madden Media

Layout Editor for *OASIS: Newsletter of the Los Angeles Chapter of the American Society for Information Science*, recipient of Best Chapter Print Publication Award, 1995 and 1996

I want to take the opportunity to let you know how very impressed I was with the quality of Sharon Hunt's copyediting. She was very good, very professional, and her fact-checking was excellent, she also picked up some obscure glitches in my referencing that I am amazed she was able to find. I would strongly recommend that the Press continues to use her services!! *Maids and Matrons*, Victoria Haskins, *Matrons and Maids: Regulating American Indian Domestic Service in Tucson, Arizona, 1914–1934*, UAP, 2012

Sharon Hunt, the copy editor, carefully reviewed the text and reference material, and I appreciate her efforts to improve the manuscript in all its detail. Allan Meyers, *Outside the Hacienda Walls*, 2012

Let me tell that you are clearly the best and fastest editor I've ever worked with (and I've worked with many). I'm really impressed by the work you've done. Thank you so much!!

Ignacio López-Calvo, *The Affinity of the Eye*, UAP, forthcoming

This is excellent (reading through I thought "so that's what this book is about...") Thanks for your fine work!  
–Kelly McDonough, indexing of *The Learned Ones: Nahua Intellectuals in Postconquest Mexico*

Departmental Award of Excellence, Department of Animal Sciences, The University of Arizona

National Spelling Bee School Champion, Mt. Morris Central School, Mt. Morris, NY

Recipient of McKenzie Bowell Award for Excellence in Canadian Studies, Study Abroad Program, McGill University

Bachelor's in Psychology with Highest Honors, State University of New York at Binghamton