

# RACHEL KAMINS

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## WORK EXPERIENCE

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### **FREELANCE EDITOR AND WRITER** 2007–Present

*Clients:* Individual scholars; University of Chicago Press, journals (2008–15); Georgetown University Press, books (2009–13); International Finance Corporation (2009–13)

- Edit academic manuscripts by native and nonnative postgraduate scholars; materials include book manuscripts; dissertations; journal articles; reviews; job, tenure, grant, and fellowship application materials; and others
- Copyedited, typeset, and proofread peer-reviewed articles and books for university presses
- Edited reports by teams of nonnative authors for International Finance Corporation to develop content and ensure clarity and consistency; wrote case studies, forewords, and executive summaries to be published with reports
- Created new content for and maintained editorial style guides

### **HIGHER LEARNING COMMISSION** (Chicago, IL) 2016–18

*Communications Associate*

- Created communications strategies for HLC's programs, events, and strategic initiatives
- Wrote, edited, and published communications for web, social media, email, print, and video
- Collaborated with program, process, and event managers to develop content and branding for program and event communications
- Evaluated communications performance using Google Analytics and other reporting frameworks

### **UNIVERSIDAD POPULAR** (Chicago, IL) June–December 2015

*Rafael Torch Service Fellowship*

- Designed framework for reporting on ESL student learning
- Conducted workshops and tutoring sessions with staff to improve English communication skills
- Facilitated ESL classes for adult native speakers of Spanish

### **BOARD OF GOVERNORS OF THE FEDERAL RESERVE SYSTEM** (Washington, DC) 2013–14

*Technical Editor*

- Edited policy and research documents for style, grammar, clarity, structure, and length
- Tutored native and nonnative economists in language use and writing style
- Led efforts to extensively revise in-house style manual and to redesign Editing Section intranet site

### **UNIVERSITY OF CHICAGO PRESS** (Chicago, IL) 2007–9

*Copy Editor, American Journal of Sociology and Classical Philology*

- Copyedited, typeset, and proofread peer-reviewed articles, including text, figures, tables, equations, and references
- Updated and maintained editorial style sheets
- Coordinated production processes for 6 journal issues per year

### **BEN & JERRY'S FRANCHISING** (South Burlington, VT) 2004–6

*Retail Training Specialist*

- Taught 1–2 week training program on scoop shop operations and management
- Wrote and edited teaching materials, student assessments, operational documentation, and Excel tools for store management
- Created and edited webpages for internal franchise system site
- Developed menu items and promotional activities for franchise system

## EDUCATION

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**UNIVERSITY OF CHICAGO** (Chicago, IL): *MA Humanities (Linguistics)* June 2015

- Coursework on subjects including language acquisition, psycholinguistics, bilingualism, and participatory learning
- Awarded half-tuition fellowship in recognition of academic merit; awarded Rafael Torch Service Fellowship for self-designed position at Universidad Popular in summer 2015
- Thesis: "Linguistic Relativity and Second-Language Acquisition: A Case Study of English Spatial Descriptions by Japanese Learners"

**YALE UNIVERSITY** (New Haven, CT): *BA Classics* June 2002

- Graduated magna cum laude, with distinction in the major
- Robert Dudley French Award for intellectual leadership in residential college
- Theron Rockwell Field Prize for literary translation (university-wide competition)

## SELECTED VOLUNTEER EXPERIENCE

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- Webmaster, Friends of Coonley 2017–Present
- Webmaster and parent board member, Workmen's Circle Chicago 2017–Present
- Communications consultant and ESL facilitator, Universidad Popular June–December 2015

## SKILLS

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**EDITORIAL STYLES:** Chicago Manual of Style, AP Stylebook, APA Handbook

**SOFTWARE AND APPS:** Microsoft Office Suite; Adobe Creative Suite, especially InDesign, Photoshop, and Illustrator; Prezi presentation platform; Office 365; Google apps

**WEBSITES AND SOCIAL MEDIA:** Joomla, Weebly, Wix, and WordPress content management systems; Twitter, LinkedIn, Instagram

**LANGUAGES:** Proficient in French, Spanish, and German; reading knowledge of Italian, Latin