

KAREN ALEA FORD

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Career Focus

Experienced writer with 20 years in Education and Trade Publications, specializing in writing, proofreading, and editing.

Summary of Skills

- Copyediting
- Fact checking
- WordPress
- Microsoft Word expertise
- Strong communication skills
- Self motivated
- Team player
- Independent worker

Professional Experience

- Writer, Editor, and Writing Coach** **01/2016 to Current**
Freelance **Franklin, TN**
- Writes articles and essays for national media outlets
 - Mentors private clients in writing skills
 - Edits essays and fiction for clients
- Director of MTSU Write, a Creative Writing Program** **04/2012 to 01/2016**
Middle Tennessee State University
- Acquired and coordinated Students and faculty.
 - Pioneered an annual writers' conference with nationally acclaimed authors, 2012-present.
 - Created and sustained budget, maintained payroll and expense forms.
- Adjunct English Professor** **01/2007 to 05/2015**
Middle Tennessee State University
- Taught Introduction to University Writing, Expository Writing, and Research and Argumentative Writing.
- Proofreader, Supervisor of Proofreading Dept.** **04/1996 to 01/1998**
Harmon Publications **Greensboro, NC**
- Proofread and reviewed all print and electronic content for correct grammar and adherence to house style.
 - Hired, trained staff of 8-10 proofreaders.
 - Reviewed graphic layouts in all phases of production.
 - Updated company style guide and enforced compliance with internal staff, partners and vendors.

Education

- Master of Fine Arts: Fiction Writing and Literature** **2007**
Bennington College Bennington, Vermont
Fiction Writing and Literature
- Bachelor of Arts: English and Education** **1989**
Palm Beach Atlantic College Palm Beach, FL
English and Education

Publications

- Short Non-fiction: Various essays and reported pieces for the *Nashville Scene*, *Murfreesboro Magazine*, *Huffington Post*, *About.com*
- Short Fiction: *Stickman Journal*, *Eureka*, *Litro*, and others
- Non-fiction book: *For Which He Stands: The True Tale of the CIA, Castro and a Catholic* (Old Mountain Press, 2001)
- Awards: Winner, *Nashville Scene*, judge-Ann Patchett; Acceptance to Sewanee Writers Workshop at University of the South 1989; Who's Who Among College and University Students