

# Nicole Klemas, ELS, RYT200

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## Summary

- A board-certified Editor in the Life Sciences and a skilled freelance consultant with impeccable attention to detail and excellent project management abilities.
  - Experience includes: medical writing and editing; non-fiction book editing; writing and editing for traditional print media, web, and interactive multimedia; project management of large communication initiatives; meeting/special event promotion; and copy writing, proof reading, and fact checking in the genres of health, wellness, medical education, news, and the arts.
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## Special Knowledge

- Certified member of the Board of Editors in the Life Sciences.
  - Proficient at rewriting, copy editing, and line editing. Experienced in SEO copy.
  - Superior organizational skills, including development of management tools such as project timelines, production schedules, and Gantt charts.
  - Comprehensive knowledge of American Medical Association and Associated Press styles, with an excellent understanding of medical terminology. Comfortable working in US and UK English.
  - Comfortable working in both Microsoft® and Macintosh® operating systems and software.
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## Professional Experience

### **Freelance Editorial and Web Services** (August 2007 – Present)

- Editorial and project management support provided on a per-contract basis for a range of projects and publications:
  - Medical writing and editing for print, web, and multimedia
  - Large-scale pharmaceutical research/journal article publishing/slide decks/marketing
  - Original research manuscripts by international authors
  - Medical education initiatives
  - Marketing and special event promotional materials; interactive projects
  - Consumer and professional video content development, research, and script editing
- Non-fiction book editing
- Writing and editing for local and national publications; SEO article writing for the web
- Design and maintain web presence to support local small businesses
- Creative writing: Young adult short story accepted for inclusion in an anthology by Windstorm Creative; children's book series in development

### **Liberty Communications Network** – East Windsor, New Jersey (January 1999 – August 2007)

#### **Manager, Editorial Services – Publications/Multimedia** (June 2003 – August 2007)

- Oversaw daily production schedules of complex, high-volume print and multimedia projects across three medical education brands, totaling approximately \$5 million in annual revenue
- Participated in the launch of two new company brands
- Wrote/edited/proofed multimedia deliverables, including CD-ROMs, video and audio scripts, video and audio recordings, web page copy, monographs, slide kits, internal communications, and meeting components for a range of therapeutic areas
- Communicated with physician faculty members and continuing medical education accreditors regarding editorial and production materials; managed permissions and copyright requests
- Ensured appropriateness of materials for specific audiences of medical specialists
- Provided department management and set department direction and policies
- Screened/hired editorial personnel, assigned projects to staff and monitored workload
- Reviewed and monitored freelance writers, editors, and proofreaders
- Recipient of the 2006 Cardinal Health Chairman's Award for Outstanding Performance

**Other positions held at Liberty Communications Network:**

**Managing Editor, Publications** (June 2002 – June 2003)

**Associate Managing Editor, *Medical Crossfire*** (June 2001 – June 2002)

**Media Technology Coordinator** (September 2000 – June 2001)

**Internships in Editorial and Media Technology** (January 1999 – September 2000)

**Night & Day Magazine** – West Long Branch, New Jersey (September 1999 – May 2001)

**Staff Writer**

- Wrote and reported for celebrity interviews, restaurant/music/movie reviews, and features
- Attended press junkets and media screenings
- Researched and identified timely story topics as a member of the editorial team

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**Professional Memberships**

- Board of Editors in the Life Sciences
- American Medical Writers Association
- Yoga Alliance
- Lambda Pi Eta, the National Communication Association Honor Society

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**Education**

**Monmouth University** (September 1997 – May 2001)

- Bachelor of Arts, Communication – Cum Laude
- Dual specialization in Journalism and Television/Radio Production
- Staff reporter for *The Outlook*, Monmouth University's student newspaper
- Member of the Monmouth University Honors Program
- Recipient of the 2001 Monmouth University Award for Writing
- Inducted to Lambda Pi Eta, the National Communication Association Honor Society
- Manager of the Monmouth University Ice Hawks ice hockey team

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**Personal Interests**

- Yoga and Meditation: Yoga Alliance 200-hour certified teacher
- Running/Cycling: Marathons and duathlons
- Volunteer Work: Volunteer equine specialist for therapeutic horseback riding; volunteer therapy dog trainer and handler
- Music: Piano, guitar, and mandolin

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**Samples**

Samples of prior work can be accessed at: [www.thebrainylady.com/samples](http://www.thebrainylady.com/samples)

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**References**

Professional references available by request. Testimonials from supervisors, colleagues, and clients can be reviewed at: [www.thebrainylady.com/testimonials](http://www.thebrainylady.com/testimonials)