

Amanda Roche Rooker

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PROFESSIONAL SUMMARY

Freelance editor, writer, and designer with two distinct specialties: full-service publishing packages for authors and organizations, and copywriting/copyediting for creative professionals and businesses. I am a thorough and highly conscientious editor and writer who is committed to the long-term success of each project and each client. I have a proven ability to quickly comprehend and clarify complex content in any field, while discerning and preserving the writer's style – usually before deadline. I am a personal and passionate advocate for authors, and my past training and experience in Christian ministry ensures that I maintain the highest ethical standards within confidential and sensitive settings.

EDITORIAL/WRITING EXPERIENCE

Owner and Editor/Writer, Amanda Rooker Editing, Yorktown, VA. November 2007 to present.

- Developmental editing, copyediting, proofreading, interior book design (Adobe InDesign), cover design, and marketing consulting for authors and organizations. Major subjects: religion/ethics, social sciences, and the humanities.
 - *Traditional publishing.* Consulting, book proposals, agent research, query letters, developmental editing, and copyediting for authors seeking traditional publication.
 - *Self-publishing and book production.* Full-service book production for self-publishing authors, including developmental editing, copyediting, proofreading, interior book design (Adobe InDesign), cover design, and marketing consulting.
 - *Church communications.* Copyediting and writing support for Hope Community Church and LivingStone Monastery in Newport News, VA, including editing internal communications, writing and editing website copy, and developing and editing liturgy.
- Copywriting (website copy with SEO, white papers, client communications, articles), copyediting, and branding consulting for creative professionals and businesses.
- Technical editing consultant. C² Technologies, Inc., Newport News, VA. Major subjects: environmental science and military science.
 - *Print.* Technical editor and desktop publisher for the U.S. Environmental Protection Agency's Air Pollution Training Institute courses 415, 435, and 450. Experienced in editorial and desktop publishing features of Microsoft Word, including track changes, using style codes, and Microsoft Equation.
 - *E-Learning.* Technical editor for all stages of e-learning production, from initial bidding contracts to storyboards to testing and editing final products. C² clients have included U.S. Army, U.S. Navy, U.S. Air Force, and EPA.

Writing Tutor/Research Associate, Duke Divinity School, Durham, NC. Served as part-time writing tutor for divinity and doctoral students and conducted mandatory writing assessments for incoming students. Approximately half of the students tutored spoke English as a second language. July 2002 to June 2003.¹

Administrative Assistant, Senior PHARMAssist, Durham, NC. Served as full-time office manager and information/referral specialist for local nonprofit that helps low-income senior citizens afford and manage their medications. Responsible for day-to-day operation of the administrative office, conducting client eligibility interviews, referring clients to other community resources, maintaining accounting and bookkeeping procedures, managing client database via MS Access, editing printed material, and coordinating volunteers. April 1997 to February 1999.

¹ Note: From 2003 to 2007, I was primarily raising my two sons at home, who were born in 2003 and 2005.

Freelance Writer, Society of the Alumni, College of William and Mary. Interviewed alumni and wrote profiles as assigned. August 1997 to August 1998.

Editorial Intern, Society of the Alumni, College of William and Mary, Williamsburg, VA. Interviewed alumni, wrote and edited articles for publication in the *Alumni Gazette* and *William and Mary Magazine*, wrote press releases, copyedited, and managed administrative details as necessary. May 1996 to May 1997.

PASTORAL EXPERIENCE

Immersion Week instructor and spiritual director, LivingStone Monastery, Newport News, VA. 2006-2009. Provided small group teaching and individual spiritual direction during Immersion Week, a week-long experiential retreat on the classic Christian spiritual disciplines, held three times yearly. Retreatants spend the week cloistered in the monastery with the workers who live there full-time, learning and practicing a new spiritual discipline each day. Alongside the pastor of Hope Community Church and Abbot of LivingStone Monastery, I helped initiate and direct this program from 2006-2007, and then served on its leadership team. I also provide spiritual direction by appointment through referrals by LivingStone Monastery and Hope Community Church, (2005 to present).

Director of Congregational Care (interim), Chestnut Memorial United Methodist Church, Newport News, VA. Served as staff liaison to lay leaders of congregational care ministries. Organized, supported, and initiated new congregational care ministries, including leading a church-wide workshop on healing prayer, and initiating and leading Chestnut's ongoing healing ministry and monthly healing service. November 2003 to February 2004.

EDUCATION

Master of Divinity, *Summa Cum Laude*, May 2002. Duke University Divinity School, Durham, NC.

- *Duke Scholarship*, full tuition and fees, Fall 2000 to Spring 2002.
- *Second place, John H. Ness Award* for best national seminary paper on United Methodist history broadly conceived, UMC General Commission on Archives and History, Spring 2002.
- *Clinical Pastoral Education*, one unit, Rex Hospital, Raleigh, NC. Urban Ministry CPE with clinical experience as a homeless shelter and domestic violence shelter chaplain in Henderson, NC. Summer 2001.
- *Ministerial Internships* at Cool Spring/Mt. Bethel United Methodist Church and Upper Room Coffeehouse, Statesville, NC, Summer 2000; Helena UMC, Timberlake, NC, Fall 1999 to Spring 2000; and Goldston UMC, Goldston, NC, Summer 1999.

Bachelor of Arts in English, *Magna Cum Laude*, December 1996. College of William and Mary, Williamsburg, VA.

- *Monroe Scholar*. For summer project, wrote a series of vignettes on community life while living at L'Abri Fellowship, a Christian community in Hampshire, England, Summer 1995.

PROFESSIONAL ACTIVITIES

Poet and essayist. "Station XII: A Mother's Love," poem published in *The Penwood Review*, Fall 2009. "For Mothers and Others: Receiving Suffering as a Means of Grace," essay published in *Divinity Magazine*, Fall 2009.

Blog author, Sustainable Communication (<http://amandarooker.wordpress.com>), which explores the personal and social costs and benefits of virtual communication technologies.

Member, Editorial Freelancers Association (www.the-efa.org), the premier national professional organization for editors and writers.