

**Sheri Kraft**  
[sheri@sherlockediting.com](mailto:sheri@sherlockediting.com)

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**OBJECTIVE:**

To obtain freelance copyediting or developmental editing work that utilizes my copyediting and developmental editing skills as well as my Bachelor's Degree in English

**RELATED EXPERIENCE:**

- Edit articles, columns, and stories for an e-magazine
- Edit narratives for a missing persons' website
- Edit numerous book reviews for a blog
- Edited a monthly newsletter for 11 years
- Evaluated over 3,000 student-written essays
- Copyedited 2 full-length books

**WORK HISTORY:**

**SHERLOCK EDITING, LLC.**

November 2011–Present

*Owner, Copyeditor, Developmental Editor*

Improve written projects using my knowledge of the English language, copyediting, and developmental editing. Responsible for editing articles, columns, and short stories for *BTS Book Reviews*, a monthly e-magazine.

**PEARSON**

March 2010–Present

*Temporary Employee: At-Home Scorer*

Evaluated student-written essays within a given set of parameters for state and nationally given exams.

**ALIBI BOOKS**

November 1998–June 2010

*President*

Ran a family-owned independent bookstore for over a decade. Created and edited over 120 newsletters. Reviewed and recommended hundreds of books. Handled inventory, accounts payable, accounts receivable, payroll, and taxes.

**R.P. WEINER & CO.**

October 1995–August 1998

*Office Manager*

Oversaw weekly payroll for over 40 employees. Managed the reception area and answered phone calls. Administered and assisted with all health insurance and workers' compensation issues. Handled accounts payable, accounts receivable, and taxes.

**EDUCATION:**

*UC SAN DIEGO EXTENSION*, September 2011, *Certificate in Copyediting*, Coursework included copyediting an introduction to a book, a website for a spa, a chapter of a book, and a paper based on a United Nations speech; GPA 3.9/4.0

*ROSARY COLLEGE* (now *DOMINICAN UNIVERSITY*), 1992-1993, Completed 6 courses toward a Masters in Library and Information Sciences; GPA 3.4/4.0

*LAWRENCE UNIVERSITY*, June 1992, *Bachelor's Degree in English (cum laude)*; GPA 3.5/4.0

**CONTINUING EDUCATION:**

*ED2GO via NEW TRIER EXTENSION*, 2010-2011, Completed Introduction to Microsoft Word 2007, Intermediate Microsoft Word 2010, and Creating Web Pages

*EDITORIAL COURSES*, February 2011, Completed Essential Skills for Proofreaders

*THE AUTHOR-EDITOR CLINIC*, February 2012, Completed Introduction to Developmental Editing

*THE AUTHOR-EDITOR CLINIC*, April 2012, Completed Focus on Working with Self-Publishing Authors

*THE AUTHOR-EDITOR CLINIC*, November 2012, Completed Focus on Character and POV