

ERIN E. VALENTINE

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EXPERIENCE

UNC-CHAPEL HILL, INSTITUTE FOR THE ENVIRONMENT – CHAPEL HILL, NC

RESEARCH PROJECT COORDINATOR & TECHNICAL EDITOR, AUG 2021 – PRESENT

Provide project management and technical editing for UNC-IE's Center for Environmental Modeling for Policy Development portfolio of projects and assist with the center's engagement with the UNC campus and other partners. Work with entire support team and leadership to create, maintain, manage, and sunset all project documentation, including visualization user guides, standard operating procedures, system documents that are unique to each systems' components, and hardware and software baseline change notification. Put together user material for training on software and tools. Assist System Cybersecurity Administrator with any documentation related to risk assessments, and cybersecurity documentation to be provided to the government.

- Monitor project execution to ensure adherence to budget, schedule, reporting and scope, effectively using project management tools
- Manage day-to-day operations for assigned projects, including scheduling and running meetings, taking notes, capturing action items and decisions, communicating with all teams, maintaining project boards and follow up
- Recognize areas for internal improvement and develop plans for updating/adding processes to facilitate desired project outcomes
- Assist with annual CMAS conference that IE hosts as part of the EPA-funded CMAS Center
- Plan and coordinate large multi-faceted and specialized projects, and comprehend and adhere to their project budgets
- Complete data calls for various proposals based on CEMPD's previous experience

FREELANCE COPYEDITOR

FOCUS: SCHOLARLY PUBLISHING, JULY 2021 – PRESENT

Provide copyediting services for clients' projects, ranging from textbook chapters to academic papers to resumes. Work with client to see what type of editing they are looking for: line/copy, content, structural, etc. Help client to best respond to guidelines and prompts as applicable. Proficient in Microsoft Office, Adobe Creative Cloud, Google Docs.

J&J EDITORIAL, LLC – CARY, NC

MANAGING EDITOR, OCT 2019 – JUL 2021; EDITORIAL ASSISTANT, AUG 2018 – OCT 2019

Managing Editor for Journal of Human Lactation (Sage), Managing Editor for Mucosal Immunology (Nature), Managing Editor for Reproductive Sciences (Springer), Consultant/VEO for Journal of Consumer Research (Oxford University Press). Managed editorial assistants. Implemented efficient journal workflows. Worked directly with authors, editors, publishers, and societies. In-depth experience with ScholarOne, Cognos, and Editorial Manager. Onboarded Open Access publishing initiatives, such as Projekt Deal. Created protocols and guidelines. Improved editor and reviewer turnaround times. Created training material for Associate Editors, Editors-in-Chief, Manuscript Editors, reviewers, editorial board members, etc. Tracked and increased commissioned content for journals, including working with publisher to brainstorm incentives to attract high profile authors. Reported on weekly, monthly, quarterly, and annual basis on all aspects of journal to put journal's efficiency in numerical breakdown, specifically using Cognos, Excel, and EAR

FABUPLUS MAGAZINE – REMOTE

COPY EDITOR, JUL 2018 – JUL 2019

Edited submitted content and decided if stories went to print or web; Wrote articles and editorials based on issue's theme; Wrote advertorial pieces; Compiled annual editorial calendar

LEGENDARY WOMEN, INC. – REMOTE

STAFF WRITER AND CONTRIBUTOR, JUN 2015 – MAR 2016

Researched, wrote, and edited biweekly blog posts on international women's issues

WNC MAGAZINE – ASHEVILLE, NC

EDITORIAL AND EVENTS INTERN, MAY 2014 – AUG 2014

Wrote, edited, and researched articles; Organized and directed calendar section; Assisted with magazine-sponsored events

MODERN LUXURY (JEZEBEL AND THE ATLANTAN) – ATLANTA, GA

EDITORIAL ASSISTANT, MAY 2013 - JUL 2013

Worked on The Atlantan, Jezebel, and Men's Book Atlanta; Fact-checked, wrote, and edited stories; Organized large data sets

LICENSES & CERTIFICATIONS

CERTIFIED SCRUMMASTER (CSM)

SCRUM ALLIANCE, FEBRUARY 2022 – FEBRUARY 2024

Credential ID 1528169

VOLUNTEER EXPERIENCE

INCLUSION & EQUITY COMMITTEE MEMBER

UNC-CHAPEL HILL'S INSTITUTE FOR THE ENVIRONMENT, FEB 2022 - PRESENT

C4DISC (COALITION FOR DIVERSITY IN SCHOLARLY COMMUNICATIONS)

TOPIC WRITER FOR TOOLKITS FOR EQUITY: ORGANIZATIONAL GUIDE, 2021

SPCA OF WAKE COUNTY, NC

VOLUNTEER, JANUARY 2020 – APRIL 2021

CHARITY EVENTS SUBCOMMITTEE AT J&J EDITORIAL, LLC

COMMITTEE MEMBER AUG 2018 – SEP 2019, COMMITTEE HEAD, SEP 2019 – JUL 2021

PROFESSIONAL AFFILIATIONS

CSE (COUNCIL OF SCIENCE EDITORS)

MEMBER, APRIL 2021 – JULY 2021

ISMTE (INTERNATIONAL SOCIETY OF MANAGING AND TECHNICAL EDITORS)

MEMBER; EARLY CAREER TASK FORCE; DEI ADVISORY COUNCIL, NOVEMBER 2018 – JULY 2021

NWSA (NATIONAL WOMEN'S STUDIES ASSOCIATION)

MEMBER, AUGUST 2016 – JUNE 2018

EDUCATION

ARIZONA STATE UNIVERSITY

WOMEN & GENDER STUDIES, M.A.

Master's Student Representative on Graduate Committee; Master's Advocacy Chair for GSGSA

ELON UNIVERSITY

PRINT & ONLINE JOURNALISM, B.A.; MINORS: INTERNATIONAL STUDIES, WOMEN & GENDER STUDIES

Communications Fellow; Presidential Scholar; Opinions Editor for *The Pendulum* and *The Edge*; Operations Assistant at Elon Television