

# MEGAN EDWARDS

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## WORK HISTORY

### *Freelance*

#### **Editor** (March 2021 to CURRENT)

- Manages a diverse portfolio of freelance editing projects, including comprehensive content editing for a 501(c)(3) non-profit website that receives 30k new users monthly, ensuring all material meets the highest standards of clarity and engagement.
- Develops and implements best practices for fact-checking, style, grammar, and content across various platforms, enhancing communication effectiveness and consistency.
- Crafts empathetic, audience-facing copy tailored to specific market research findings, effectively communicating key messages and enhancing user experience.

### *Bryn Mawr Communications*

#### **Associate Editor** (September 2023 to September 2024)

- Led articles through the editorial process for 16 issues of *Retina Today* and *Modern Optometry* from initial acquisition to final publication, ensuring adherence to in-house and AMA style guides and editorial standards.
- Collaborated with authors to refine and polish content through rigorous editing for clarity, accuracy, and engagement.
- Wrote articles on relevant medical news and diversity and inclusion practices.
- Attended industry conferences to keep up to date on latest trends, research, and best practices within the field and to source new writers and content.

### *Duty First Consulting*

#### **Junior Technical Editor** (March 2020 to March 2021)

- Submitted 300+ edits for manuals, operating procedures, slide decks, scripts, and more.
- Fulfilled urgent requests with accurate and quality edits under tight turnaround times.
- Tracked style decisions and changes within a house style guide and updated the differences between contracts and/or clients.

### *Idaho Falls Magazine*

#### **Content Writer** (April 2019 to August 2019)

- Excelled in writing and editing assignments for 11 feature articles.
- Collaborated in editorial meetings to claim assignments and proof printed copy.
- Implemented rigorous best practices for fact accuracy and journalistic integrity.

### *Scroll News*

#### **Copy Desk Editor** (January 2019 to December 2019)

- Mobilized a team of 5–7 copy editors through individual mentoring across six beats.
- Streamlined process for time-sensitive articles by developing an internal style guide.
- Cross-trained in reporting roles on 13 articles—including feature pieces, breaking news, and editorials—to better understand writer needs.

## EDITING SKILLS

- AP Style (4.5 years)
- Chicago Manual of Style (4 years)
- AMA Style (1 year)
- Copy Editing (4.5 years)
- Content Editing (3 years)

## TOOLS

- Proprietary CMS
- Monday.com
- ACES Editing Courses
- Microsoft Suite
- Google Suite
- Grammarly
- ChatGPT

## EDUCATION

### **Bachelor of Science in Communication, BYU-Idaho**

Emphases: Journalism, Digital Humanities, English Language

## ADDITIONAL EXPERIENCE

### **Teleprompter, BYU-Idaho**

September 2016 to August 2019

### **Closed Captioner, BYU-Idaho**

September 2018 to August 2019

### **Legal Assistant, Tobler Law**

April 2016 to September 2018