



Allena R. Tapia  
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### **Candidate Summary:**

Award-winning writer, managing editor and experienced proofreader offers over 7 years of practice, along with a bachelor's degree in English. Specialization and experiences include Latino issues, K-6 education, travel, reference and academia.

### **Proofreading:**

- "Latino History and Culture: An Encyclopedia" by Lugo-Lugo, Sharpe Publishing, second pass cold read of galleys
- "Lesson Plans That Wow" by McCormick, Teaching Press, soft annotation
- Bill Smith Group, leveled readers K-6, soft annotation (multiple projects)
- Daydream Education, soft annotation (multiple projects)
- Past experiences in hard copy, soft copy, slugging of first pass, second pass cold read
- Familiar with CMS, APA, AP

### **Editorial:**

- *Adelante* Forward Magazine, Managing Editor of Latino-focused quarterly (current, 3 yrs)
- The Current Events, Copy Editor, children's newspaper with 40K national classroom distribution (long term)
- The Geneva Times, Contributing Editor, English-language magazine aimed at ex-pats in Geneva (long term)
- Faith Publishing Service, Editorial Intern, publisher of Catholic magazines and custom prints nationwide
- Int'l Journal of Environmental Health, Asst. to the North American Editor, MI. State University (staff position)
- Lansing Community College, Publications Editor, marketing pieces, internal policy publications (staff position)

### **Magazine Copy:**

- Latino Leaders, regular contributor, profiles, interviews (current, 1 year)
- Women on Writing, regular contributor, research pieces, how-tos (current, 1 year)
- *Adelante* Forward, regular contributor, profiles, local stories (current, 3 years)
- Positively, contributor, general interest, how-tos
- FAITH Intern, editorial, sidebars, filler, research and one special feature

### **Marketing, Web and Copywriting:**

- New York Times-owned About.Com, content, how-tos, profiles (current, 2 years)
- Thompson Gale Cengage, content, articles, research (multiple projects)
- Michigan State University, staff position with editorial, web writing & marketing responsibilities
- Lansing Community College, staff position with marketing, PR and editorial responsibilities
- Multiple one-time copy projects, print and online outlets

### **Lectures/Teaching/Conferences:**

- Lansing Community College, Adjunct Faculty (current, 1 year)
- Writing at the Ledges, guest speaker, "Breaking Into Freelance Writing and Editing"
- Boomers & Beyond Recharge, guest speaker, "Using Social Networking"

### **Essays:**

- “Who Owns Benny?” 2004 Honorable Mention in Michigan’s NOCIRC contest
- “I Believe in Strong Women” in consideration for NPR’s “For This I Believe” series
- “Follow My Lead” in consideration for the anthology “Professor, Can I Bring My Baby to Class?”
- “Benefit of the Study of English” required capstone essay for baccalaureate degree

### **Reviewing/Critical Credits:**

- New York Times-owned About.com Freelance Writing site, reviews of books and resources (current, 2 yrs)
- Sacramento Book Review, book reviewer, non-fiction, modern lit, classics (current, 6 months)
- Apex Book Promotion, reviewed non-fiction and fiction (multiple projects)
- Council on Aid to Education, rubric- based essay scoring
- The Webby Awards, International Academy of Digital Arts and Sciences (multiple years)
- Delos Literary Magazine, long fiction reviewer
- Educational Testing Service (ETS), rubric-based essay scoring (multiple projects)
- Pearson Educational Management, rubric-based essay scoring (multiple projects)
- ACT Work Keys Program, essay test creation

### **Professional Blogging:**

- About.com Freelance Writing, landing page blog (current, 2 years)
- Working Mother magazine blogger (current, 1 year)
- GardenWall Publications’ blog (current, 3 years)
- ParentingDiva.com, a division of the ADM network (long term)
- The Moderate Vegetarian, at DietDetective.com (long term)
- WritersUnbound, from the 451 Press Network (long term)

### **Travel Writing:**

- Mexico travel columnist, Hubpages.com
- “The Top 10 Volunteer Travel Opportunities,” Matador Travel

### **Grant Writing and Non-profits:**

- Michigan Association on Problem Gambling, Intern, grant writing & research, some PR responsibilities
- Michigan Association on Problem Gambling, brochure copy and development (multiple projects)
- Access to Michigan State University’s Funding Center

### **Subject Matter Expertise:**

- K-6/Academic:
  - Minor in K-6 education, Michigan State University
  - The Current Events newspaper and teacher’s guide
  - Houghton Mifflin Harcourt (BSG) leveled readers and teacher’s guides
  - Training in the Lexile reading measurement, matching prose to Lexile levels
  - Editorial: “Lesson Plans that Wow” by Teacher’s Press
  - Editorial: Daydream Education proofreading
  - Thompson Gale Cengage content development
  - Children’s book reviewer (Sacramento Book Review)
  - Projects for CAE, Pearson, ETS and ACT
- Latino Issues:
  - Minor in Spanish, including honors work in Latino literature, Michigan State University
  - Editorial: “Latino History and Culture, An Encyclopedia”
  - Editorial: Adelante Forward magazine
  - Regular contributor: Latino Leaders magazine

### **Education & Training:**

- Michigan State University, Bachelor's Degree
- Major: English & Writing
- Minors: K-6 Education and Spanish
- Graduated Cum Laude 3.8/4.0
- Intermediate Spanish
- American Writers and Artists Institute Copywriting Seminar
- MSU Evening/Alumni College: "Proposal Writing," "Grant Seeking"
- Software: Adobe 8, Microsoft Publisher, Contribute, some HTML, some InDesign

### **References:**

Dr. Nino Rodriguez, Publisher of *Adelante* Forward Magazine, 517-505- 4772

Suri Roth, Editor and Publisher of The Current Events, suri@thecurrentevents.com

Wendy Perdero, former Editor-in-Chief of Latino Leaders magazine, wrpedrero@yahoo.com.

Eric Baca, Editor-in-Chief of Latino Leaders magazine, ebaca@latinoleaders.com

Tonya Trybula, Assistant Editorial Manager at Bill Smith Group, tonya@billstudiogroup.com

Laurie Fundukian, Editor at Thompson Gale Cengage, Laurie.Fundukian@cengage.com

*GardenWall Publications also offers English-Spanish-Portuguese translation services*