

DEBRA S. GREINKE

Freelance Editor

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EXPERTISE

Copyediting and proofreading

Developmental and line editing

Technical editing

Microsoft 365, Adobe Acrobat, and other common tools for document production

CAREER HIGHLIGHTS

- More than 40 years of experience, including 11 years working as a freelance editor
- Awarded the Booz Allen Hamilton Gold Star Award for Passionate Service in 2018 and 2019 for work done at an agency in the Intelligence Community
- Received the 2013 CACI Team Eagle Award, an agency Team of the Quarter award (October to December 2012), and an agency 2012 Team of the Year award for editing the documentation for a successful joint financial system developed for two agencies in the Intelligence Community
- Invited by National Press Books in Washington, D.C., to work with U.S. Senator Paul Simon (D-Illinois) on his 1994 book, *We Can Do Better: How To Save America's Future—An Open Letter to President Clinton*
- Gained recognition as a coauthor after my developmental editing of an article on counterterrorism that was accepted for publication in 2003 by the *Journal of Homeland Security*

EXPERIENCE DETAILS

Booz Allen Hamilton, Inc., Associate

6/2017–4/2023

Remote; Corporate Finance Department, 11/2022–4/2023

- Worked with the financial management leadership team to create the first-ever playbook to streamline the firm's fiscal year-end closing process; the document was composed of more than a dozen chapters, each with one or more authors; in addition to editing and proofreading the material from initial draft to final approved copy, I created a tool to monitor the progress of the chapters as they moved through the many approval checkpoints and to highlight issues that could affect the publication schedule

Springfield, VA; Intelligence Community (IC) Agency, Research Directorate, 4/2021–10/2022

- Returned to the directorate to provided editorial and project management support to the Research team that establishes cooperative research and development agreements (CRADAs) between the agency and commercial and academic collaborators; edited the CRADAs for grammar and consistency, developed a tool to track their progress through the internal and collaborator review process, and found ways to decrease the amount of time needed to take a CRADA from initiation to signature
- Supported the directorate's communications team in publicizing the directorate's accomplishments and ongoing projects throughout the agency, to other members of the IC, and to the federal executive and legislative branches

- Worked with subject matter experts to write articles about topics of interest that Research teams were exploring and about Research operations intelligence briefings to agency leadership
- Edited briefings for presentation at national and international conferences, both government and commercial
- Ensured that written material was processed properly for classification review and public release

Springfield, VA; IC Agency, Agency College, 4/2020–4/2021

- Supported a two-person team of senior analysts to produce the *Structured Observation Management Playbook*, which teaches analysts a new method to identify, catalog, store, and access data so that users can more easily search and share it

Chantilly, VA; IC Agency, Human Resources Directorate, 1/2020–3/2020

- Supported the team responsible for processing professional and military service awards; reviewed nominations for completeness and accuracy and ensured that directorate and agency deadlines and criteria for signature were met

Chantilly, VA; IC Agency, Office of Inspector General (OIG), 7/2018–1/2020

- Supported the OIG audit and inspection teams' report writing from outline development through editing, formal review, and final signature; the target audiences are internal agency directorates, other members of the IC, and the U.S. Congress
- Developed a spreadsheet to record metrics and improve the process for report writing, review, and publication
- Developed a style guide to consolidate the guidance from the many sources that teams are required to follow in their report writing
- Helped revise the editorial review process and received OIG approval for implementation

Major Accomplishment: Received the Booz Allen Gold Star Award for Passionate Service, 2019

Springfield, VA; Government Agency, Research Directorate, 12/2017–7/2018

- Supported the directorate's communications team in publicizing the directorate's accomplishments and ongoing projects throughout the agency, to other members of the IC, and to the federal executive and legislative branches
- Worked with subject matter experts to write articles about topics of interest that Research teams were exploring and about Research operations intelligence briefings to agency leadership
- Edited briefings for presentation at national and international conferences, both government and commercial
- Ensured that written material was processed properly for classification review and public release

Major Accomplishment: Received the Booz Allen Gold Star award for Passionate Service, 2018

Springfield, VA; IC Agency, Analysis Directorate, 6/2017–12/2017

- Completed training to work with analysts and production teams to edit, format, and disseminate reports according to established publication policies, writers' guides, editorial style manuals, and sourcing standards for agency products
- Reviewed products dealing with complex analytical issues and provided guidance to analysts and other editors regarding logic, clarity, comprehensiveness, relevance, and brevity

- Worked closely with analysts to help organize and refine analytic content into effective agency products, starting with the early stages of manuscript development and progressing through the final reviews of text, graphics, and formatting

Aquent, Publishing Officer

1/2017–6/2017

- Hired for a contract with an IC agency that included a lengthy clearance process; voluntarily resigned after six months to look for other work
- Duties were to include researching, writing, and editing the content for print and visual media projects for departments within the agency

CACI, Technical Writer

2010–2016

- Wrote, edited, and managed contract deliverable documentation that included life cycle documentation and assessment and authorization documentation for a joint financial software application project involving two IC agencies
- Created and maintained project templates and documentation process and standards handbooks
- Ensured that documents were delivered in accordance with contract schedules and procedures
- Clients included a member of the IC (twice); the U.S. Army Operations Center; the Chief Technology Officer for the U.S. State Department’s Bureau of Diplomatic Security; and the U.S. Military Entrance Processing Command

Major Accomplishment: For the financial software project, received the 2013 CACI Team Eagle Award, the agency’s Team of the Quarter award (October to December 2012), and the agency’s 2012 Team of the Year award

Freelance Editor

2001–2009

- Specialized in editing and proofreading technical and nontechnical documents and research and analysis projects; repeat clients included Naval Institute Press, Georgetown University Press, Gallaudet University Press, Rowman & Littlefield, and the Bureau of National Affairs
- In 2003 I earned recognition as a coauthor for my developmental editing of an article published in the *Journal of Homeland Security*.

Predictive Systems Inc., Senior Consultant

2000–2001

- Created, implemented, and maintained a process for producing proposals and statements of work
- Wrote and edited information security analyses, policies and procedures, network engineering design and implementation guides, user manuals, and business system performance and process analyses

Advanced Technology Systems Inc., Senior Production Manager

1999–2000

- Managed the development and production of proposals to win new work; tasks included developing drafts for in-house reviews, ensuring that client specifications were met, editing proposal text, and maintaining the corporate proposal library

- Publication Professionals, Senior Production Editor** **1998–1999**
- Met with clients, created and monitored project schedules, assigned work to freelance editorial staff, and tracked costs
 - Performed technical and substantive editing and copyediting and reviewed the work of less experienced freelancers
 - Clients included Howard University Press, the Library of Congress, and the National Institute of Mental Health

- Brassey's Inc., Production Director*** **1997–1998**
- Managed production of hardcover and softcover books from raw manuscript to bound books ready for distribution to booksellers
 - Oversaw the work of freelance copyeditors, proofreaders, indexers, jacket designers, typesetters, and printing companies
 - Requested bids for typesetting and printing and chose suitable vendors, tracked costs and production figures, managed each year's production program, and produced preliminary cost estimates for potential book projects
- * Brassey's Inc. is now Potomac Books, an imprint of University of Nebraska Press

- PRC Inc., Technical Editor** **1996–1997**
- Edited long-range planning studies for the U.S. Marine Corps
- Major Accomplishment: Received the 1997 PRC President's Award for Customer Service

- Freelance Editor and Proofreader** **1994–1996**
- Specialized in nonfiction, book-length manuscripts for medical and nursing students
 - National Press Books in Washington, D.C., invited me to work with U.S. Senator Paul Simon (D-Illinois) on his 1994 book, *We Can Do Better: How To Save America's Future—An Open Letter to President Clinton*.

ADDITIONAL EXPERIENCE

- 1994–1995: Haymarket Veterinary Service; large-animal veterinary technician
- 1991–1994: Redefinition Inc.; editor and production manager for nonfiction book publisher
- 1990–1991: Unisys Corp.; edited planning analyses and reports for the Office of the Secretary of Defense and the Department of the Army
- 1987–1990: Gannett Co. Inc.; technical writer for in-house business system software for Gannett headquarters, *USA Today*, and Gannett newspaper, television, printing, and outdoor advertising properties nationwide
- 1984–1986: Systems and Applied Sciences Corp.; technical editor for software documentation and contract proposals
- 1982–1984: E-Systems Inc.; procedures analyst for company operating procedures and engineering standards
- 1980–1982: Chase Bank AG (Frankfurt, West Germany); administrative assistant for a team of corporate account officers

- 1979: College of William and Mary; public relations assistant for the college's public outreach office

EDUCATION

- B.A., College of William and Mary, with majors in linguistics and German language and literature and a minor in political philosophy
- M.S. candidate, Georgetown University, Germanic linguistics (did not complete)
- Seminar: Presenting Information Visually, Edward R. Tufte, 2001
- Basic Book Production Seminar, Edwards Brothers Inc., 1997
- Fundamentals of Proofreading and Copyediting, George Washington University, 1990
- Writing Software User Manuals, American Management Association, 1987

PUBLISHED

“ ‘There Are No Dangerous Weapons...’: Suicide Attacks and Potential Responses.” Michael Hopmeier, MSME; Boaz Ganor, PhD.; Tress Goodwin, M.A.; Debra S. Greinke. *Journal of Homeland Security*, July 2003 (hired for developmental editing; gained recognition as a coauthor for my contributions to the article)