

LAURIE HLAVATY

New Paltz, New York | 845.401.2751
Word by Word Indexing & Editing
wordbywordindexing.com

laurie.hlavaty@gmail.com
LinkedIn

EDUCATION & TRAINING

Simmons College

Graduate School of
Library & Information Science
Periodical and Database
Indexing coursework

American Society for Indexing Training Course

Intensive Indexing Training Program

One-on-one boot camp with
award-winning indexer.

Providence College

Bachelor of Arts, English

Professional Development

American Society for Indexing

Editorial Freelancers
Association

ACES: The Society for Editing

COMMUNITY SERVICE

Board of Trustees

Elting Memorial Library
New Paltz, New York
2018-present

Newsletter editor

The American Society for
Indexing, *See Also* newsletter
2022-present

WRITING PROFESSIONAL INDEXER/ COPYEDITING / PROOFREADING

Experienced editor, proofreader and writer. Skills nurtured during a two-decade career at a daily newspaper, which evolved into a successful entrepreneurial venture as a freelance book and magazine indexer, editor, and writer.

Works well independently, with meticulous attention to detail. Proficient at managing multiple competing priorities and projects within tight deadlines. Exceptional project management, time management and technical skills.

AWARDS

Gannett Corporation Newsroom – Supervisor of the Year Award
New York State Associated Press Award – Column writing
Associated Press Award – Living & Being Magazine
Associated Press and Best of Gannett awards – Headline writing

LEADERSHIP ATTRIBUTES

Adaptable / Creative / Keen Eye for Detail / Deadline-Driven
Strength of Character / Collaborative / Observant /
Self-Motivated / Conscientious

COMMITMENT TO EXCELLENCE

Book & Magazine Indexing / Writing / Copyediting /
Proofreading / Abstract writing / Text Analysis

Command of Style Guides

Chicago Manual of Style
The Associated Press
American Psychological Association

PROFESSIONAL EXPERIENCE

Word by Word | Indexing & Editing Services, Owner 2014-Present

Independent Indexer, Copy editor, Proofreader

- Utilize advanced skills and text analysis to develop well-crafted and accurate indexes for books and periodicals.
- General-interest indexer with experience in a range of subjects, including psychology, public policy, history, workplace safety, health and wellness.
- Copyediting and proofreading of websites, manuscripts, magazines, books and newsletters.

PROFESSIONAL EXPERIENCE

Hudson Archival, Port Ewen, NY

2019-2020

Digital Finalization Specialist

- Produced digital images of archival materials, including photographs, historical documents and maps.
- Carefully handled and preserved archival materials.
- Managed project finalization steps with colleagues and customers.

Poughkeepsie Journal, Poughkeepsie, NY

1987-2009

Copy editor, section editor, features writer, columnist, assistant news editor

- Mastered many aspects of producing daily newspaper, from writing features articles and a weekly column, to designing newspaper pages, to copy editing and proofreading final pages.
- As assistant news editor, supervised a 10-person copy desk, guiding through final editing stages and catching errors and grammatical mistakes in a fast-paced, deadline-driven environment.
- Developed and managed a Sunday section and a monthly health and wellness magazine. Tasks included story development and writing, developmental editing, copyediting, and page design and layout. Managed a large slate of freelance writers and columnists.

Professional Development

American Society for Indexing in-depth learning courses:

Medical Indexing Legal Indexing
Indexing Theology, Spirituality, and Religion

American Society for Indexing webinars:

Introduction to Abstracting

Indexes Locorum

Indexing Lives: Biographies and Memoirs

Successful Subheadings

Creating and Maintaining Speed in Indexing

Ethics in Indexing

Indexing Arabic Names

Textbook Indexing

Taming the Metatopic

On Aboutness – Determining What It's All About

Taxonomy Consulting

The Glory and Nothing of a Name

ACES and EFA webinars:

Wrong Number: Math in Editing

Grammar Arcana

Essentials of Proofreading

Editing Cookbooks: The Little Things that Matter

Medical-Legal Editing

Developing a Quality Editorial Process

Fact-checking Beyond the News

TECHNOLOGY PROFICIENCIES

Microsoft Office Suite / Cindex Indexing Software / Google Docs