

JENNIFER EVANS YANKOPOLUS

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SKILLS

- Copyediting, substantive editing, and proofreading
- Fostering collaboration and coaching first-time authors
- Graphic design (using InDesign) with a focus on typography and usability

CLIENT FEEDBACK

Your intelligent criticism, eagle eye, and ability to understand and be a friend to the project has been invaluable.

—Albert Guttenberg, Emeritus Professor of Urban and Regional Planning, University of Illinois, Urbana–Champaign

Thanks for your unusually excellent and sensitive skills of editing. You improve the clarity and readability without changing the meaning or intent.

—Carroll Gantz, Industrial Designer

Thanks for being so considerate with your guidance. . . . With each of the ensuing rewrites/revisions, I found myself struggling to balance all of the different purposes of the piece. You made the last steps of the process as pain free as could be asked for. I appreciate that.

—Tim Adkins, Director of Content Development, Industrial Designers Society of America

Jennifer is a powerful communicator who understands how to achieve the synergy of an engaging message through rich clarity. And she arrives there while masterfully finessing the intent of others she partners with such that the delivery is not only respected but elevated.

—Gregg Davis, Principal, Design Central

CAREER HIGHLIGHTS

COPYEDITING: ACCURACY AND CLARITY

- Helped writers clarify their ideas and polish their words, including correcting grammar, punctuation, style, consistency, and formatting.
- Streamlined a disjointed manuscript by two authors, creating a unified voice and cohesive format. The book was subsequently published by an academic press.
- Reorganized a well-researched but disjointed book, which won seven national and regional awards.
- Helped authors in China, Korea, Japan, India, Germany, France, Croatia, and South America prepare their articles for publication in the United States.
- Compiled a style and typography guide for an annual 700-page reference book.

COACHING: COLLABORATION AND RESPECT

- Helped an author to turn ten years of research into book, including crafting an outline and a central vision.
- Supported first-time authors by educating them on the editing process and ensuring they met publishing deadlines.
- Coached reluctant authors, people whose desire to share their ideas outweighs their fear

of writing, by providing feedback on organization, style, clarity, grammar, and punctuation.

- Assisted people who are writing an article or book to share their professional knowledge but who don't have much writing experience or the time to fully devote themselves to the final product—including editing the rough draft through multiple drafts to develop and refine ideas to a publication-ready manuscript.

GRAPHIC DESIGN: INTUITIVE, LOGICAL, AND COST-EFFECTIVE

- Created a user-focused design for a glossy full-color guidebook to help readers navigate its 350 history-related sites. Established a visual hierarchy so that the address and contact information is in a logical, consistent place and the overview text is distinct from the explanatory text for each site. Used professional and historic photographs to enhance the text.
- Designed a series of booklets to have a look that is consistent across the series yet distinguished for each title.

SELECTED PROJECTS

Crossroads of Conflict: A Guide for Touring Civil War Sites in Georgia (in progress)

Almanac of Architecture & Design 2000–2009 editions

Gardens and Historic Plants of the Antebellum South

Innovation quarterly journal of the Industrial Designers Society of America

How Firms Succeed: A Field Guide to Management

Leadership by Design: Creating an Architecture of Trust

Value Redesigned: New Models for Professional Practice

Design Plus Enterprise: Seeking a New Reality in Architecture & Design

Preserving Georgia booklet series: *Preserving Georgia's Historic Cemeteries*, *Preserving Georgia's Historic Schools*, *Preserving Georgia's Historic Courthouses*

Georgia's State Historic Preservation Plan 2007–2011: Building a Preservation Ethic

WORK EXPERIENCE

Freelance Editor, Atlanta, GA, Oct. 1999–present

Editor and Project Manager, Greenway Group (architectural publisher), May 1999–Dec. 2002

Commercial Lines Underwriter, Liberty Mutual, Jan. 1991–Sept. 1994

EDUCATION

Copyediting Certificate, University of California, San Diego, Dec. 2009

MS in Architecture History, Georgia Institute of Technology, March 1999

MHP (Heritage Preservation), Georgia State University, Dec. 1996

BSBA in Finance, Drake University, May 1990