JEAN RATH

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TRAINED & EXPERIENCED COPY EDITOR, SUBSTANTIVE EDITOR, PROOFREADER AND WRITER.

CAREER HIGHLIGHTS

SENATE OF CANADA, CHAMBER OPERATIONS AND PROCEDURE OFFICE – DEBATES AND PUBLICATIONS, OTTAWA, 2020–2024

- Conducting first-stage editing of the transcripts of the debates of the Senate and committee proceedings by ensuring that the spelling, punctuation, grammar and syntax of the transcripts accurately reflects the digital sound of the proceedings

THOUGHT-SIGHT CONSULTING, OTTAWA, 2009–PRESENT

Substantive Editor

- Books, book chapters and articles written by Katherine Burrows Creative, April 2021 to April 2023
- Books supported by Tellwell Talent: https://www.tellwell.ca/, July 2020 to May 2023
- Structural supervision of Tangible Words blog posts 2017 to 2020

Copy Editor

- Various content for Tangible Words Ltd., 2014–present: email campaigns, interviews, presentations, training manuals, advertising booklets, website copy (including website click-throughs: checking all text and links before the website goes live), articles, meeting notes, business documents, awards submissions, blog posts (including developing style sheets), social media messages, content offers, course revisions
- Books, book chapters and articles written by Katherine Burrows Creative, April 2021–April 2023
- Books supported by Tellwell Talent: https://www.tellwell.ca/, July 2020 to May 2023
- Website click-through, brochures, bio, blog posts and various website content for Michael Winsor of www.newfoundlandphototours.com, 2019–2023
- Website content developed by Tasha Romano of https://www.formandflowstudio.com/, September 2022
- *Luyten's Star* by Nasreen Pejvack, 2019 (self-published July 2020 and distributed by McNally Robinson)
- Photographers notes and location details, 2018 and 2019, for "Photographer's Guide to Vancouver," "Photographer's Guide Nova Scotia" and "Photographer's Guide Newfoundland" with PhotoSnug
- *God at Work* by Marion Featherstone Ahlers, 2018 (Self-published in 2018 and available on Amazon)
- *Paradise of the Downcasts* by Nasreen Pejvack, 2017 (self-published February 2018 and available on Amazon)

- A series of academic papers, May 2016
- *We Have a Voice* by Rob Parker, 2015 (self-published 2015)

Writer

- Article published in *The Townships Sun*, May 2021: "Community-Building at Cedar Lodge: St. Barnabas, St. Lambert"
- Article published in *The Townships Sun*, January 2020: "New Year, New Decade: A 70s Slice of Quebec Life"
- Copywriting for Tangible Words Ltd., July 2015–present: website copy (Homepages, "about" bios, sector descriptions, descriptions of services and accommodation, incentives, meta-descriptions), training manuals, advertising brochure, video script, newsletter, blog posts, travel articles, LinkedIn summary, profiles, editorial, executive summary, news release, sales letter, text for PowerPoint sales presentation, onboarding emails, community profile, audit report, awards submissions, grant submission
- Article published in *The Townships Sun,* December 2017: "Demise of 'a Rattling Good Paper'"
- Article published in *The Townships Sun*, May 2017: "Katimavik: Wood-Between-the-Worlds"
- Copywriting for HoopSoup website (now defunct), June/July 2016
- Article published in *The Townships Sun*, June 2015: "North Hatley: A Place to Live"
- Short whiteboard animation script, prepared for Nuance Fidelis Inc., 2014

CAREER HIGHLIGHTS CONT.

Proofreader

- Insurance policies for Canadian Lawyers Insurance Association (CLIA), proofread and updated ten policies, June 2025
- Website content for Tangible Words Ltd., June 2016 and May 2017
- *Revised English Bible,* proofed output from reformatting of typesetting source (for use in a bible study program sold by Thought-Sight Consulting), 2009
- *The Four Prophets* by JB Phillips, proofed OCRed text (for use in a bible study program sold by Thought-Sight Consulting), 2009

Other

- For Tangible Words Ltd., August 2016–2020: search for and analyze competitor websites; analyze client website content and layout; fact check and analyze on-line magazines to assess whether to pitch articles to the magazines; prepare list of Features and Benefits for copywriters; research awards requirements, prepare material for submission to awards and speaker proposals; Prepare a resource list to do with diverse language policies; update a content index
- For author Ian G. Murray, April–August 2020: fact-checking his manuscript *God, Games and My Neighbour: A Biblical Approach to Secular Entertainment*
    - Examined each citation in the manuscript to ensure that the author correctly conveyed and represented what had been said in the book, article, video or blog post he referenced
    - Checked direct quotations to make sure they had been transcribed properly

- Fact checked the names of people, games, businesses and organizations

EDUCATION AND INTERESTS

CERTIFICATE, RYERSON UNIVERSITY, WINTER SEMESTER, 2020

CDPB 306 Trade Books: Fiction

CERTIFICATE OF COMPLETION: THE TRUTH, THE WHOLE TRUTH AND NOTHING BUT THE TRUTH…EXPLORING THE WORLD OF CREATIVE NON-FICTION; MARCH 2017

Two-day seminar taught by Simon Clews

CERTIFICATE 1: INTRODUCTION TO WRITING COPY, JULY 2015

Tangible Words Ltd.

CERTIFICATE, RYERSON UNIVERSITY, FALL SEMESTER, 2013

CDPB 102 Copy Editing for Books, Journals, and Reports

TRAINING SEMINARS FROM EDITORS CANADA, 2012–2024

Eight Step Editing, Practical Proofreading, Introduction to Copy Editing, Copy Editing II, Plain Language, Editing Fiction, Punctuation and Mechanics, Writing and Editing for the Web, Editing Infographics, Stylistic Editing

BACHELOR OF ARTS (HISTORY), UNIVERSITY OF OTTAWA, 1984–1987

Graduated *magna cum laude*

INTERESTS

Skating, bicycling, travel

Writing:

- Articles published in *Homeschooling Horizons* magazine and blog, 2008–2013
- Article published in *Ottawa Citizen*, June 2010: "Four Times Lucky: Royal Visits a Series of Family Affairs"
- Article published in *Ottawa Citizen*, April 2012: "Canadian road trip is a geography class on wheels"
- Articles published on Editors Canada's Ottawa-Gatineau branch blog "Capital Letters," 2014, 2015 and 2022: https://capitalletters.ca/
- Chapters for two books put together and published by the Ottawa Ethnic Media Forum and the Media Club of Ottawa:
  - "Grocery Stor(ies)" in *Covid-19 Chronicles: Reflections on the 2020 Pandemic*, 2020
  - "Tales of Technology in the Time of Plague: Excerpts from a Pandemic Diary" in *Covid-19 Chronicles: Part 2: Road to Recovery*, 2021
- Article published in *Image*, the Sandy Hill newspaper, June 2024: "Duck Duck Goose: A Year of Rideau River Living"
- Chapter for the Ottawa Independent Writers' annual Anthology: "What the Goose Sees" in *This Land: An Anthology of Poetry and Prose*, 2024

EDUCATION AND INTERESTS CONT.

Blogging:

- *My Neighbourhood, Your Neighbourhood* www.aajean.blogspot.com, 2012–present
- *Living the Canada Life* www.livingthecanadalife.wordpress.com , 2017–present
- *The 105-Year-Old Blogger* www.105yob.blogspot.ca , 2012–2015