Claire Donovan

Senior Technical Editor

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SUMMARY

Senior technical editor with 12 years of experience in nuclear, environmental and engineering publications. Leads substantive editing, copyediting and fact-checking for reports that go to federal regulators, and runs quality assurance for a 6-person editing team. Writes and enforces style guides, with supervisory experience, project management experience and close attention to detail.

EXPERIENCE

Senior Technical Editor

04/2020 - Present

Columbia Basin Technical Services — Richland, WA

Engineering contractor supporting site cleanup and nuclear safety programs.

- Lead **6** editors and 2 document specialists handling 400 reports and plans a year.
- Perform substantive editing on safety analyses up to 900 pages, restructuring arguments with authors.
- Write the division style guide and term list used by 250 engineers and scientists.
- Run quality assurance checks before regulator submittals, with zero returns for editorial errors since 2022.
- Manage editing schedules for 30 parallel projects, delivering 97% of documents on their due date.

Technical Editor

06/2015 - 03/2020

Cascade Environmental Engineers — Portland, OR

Environmental engineering firm with 300 staff in the Pacific Northwest.

- Copyedited and proofread 150 permit applications, studies and proposals a year.
- Led fact-checking of data tables and citations against source files in 40 major reports.
- Trained 12 new authors on proposal writing and the firm's style rules.
- Reduced proposal production time by 20% with shared Word templates.

Editorial Assistant

07/2014 - 05/2015

Willamette Science Publishing — Corvallis, OR

Publisher of peer-reviewed forestry and soil science journals.

- Checked references and figure permissions for 80 journal articles.
- Tracked manuscripts through peer review in the submission system.
- Copyedited 25 book reviews and editorials for the quarterly soil science journal.

SKILLS

Substantive Editing

Copyediting • Proofreading

Fact-Checking • Style Guides

Quality Assurance

Technical Communications

Project Management Experience

Supervisory

Attention to Detail

EDUCATION

Master of Arts

06/2014

Oregon State University

Corvallis, OR

Technical and Professional Communication