Isaac Moreno

TECHNICAL EDITOR

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SUMMARY

Technical editor with 5 years of experience editing engineering reports, research papers and proposals for national lab and environmental clients. Handles copyediting, proofreading and grammar review in Microsoft Word and Adobe Acrobat, and formats XML content for publishing systems. Organized, careful with every unit and figure, and able to communicate effectively with authors and work independently on tight deadlines.

SKILLS

Editing • Proofreading • Grammar • Technical Writing • Microsoft Word • Adobe Acrobat • XML
Microsoft Office Suite • Attention to Detail • Communicate Effectively

EXPERIENCE

Technical Editor

02/2023 - Present

Rio Grande Research Associates

Albuquerque, NM

Engineering services contractor supporting energy and defense research programs.

- Edit **120+** technical reports, papers and briefings a year, from 5 to 300 pages each.
- Check grammar, units, figures and citations against the house style and the client's editorial rules.
- Structure report content in XML for the publishing system, reducing layout corrections by 30%.
- Proofread final layouts in Adobe Acrobat and confirm author changes before each document is released.
- Coach 15 engineers a year on report structure, cutting average edit rounds from 3 to 2.

Editorial Assistant

06/2021 - 01/2023

Mesa Environmental Consulting

Santa Fe, NM

Environmental consulting firm writing permits and impact studies.

- Proofread 60 permit applications and impact statements in Microsoft Word before agency submission.
- Formatted tables, maps and appendices in large reports to agency templates.
- Built PowerPoint and Excel summaries of comment letters for 8 public meetings.
- Maintained the reference library of 2,400 sources used across project reports.

EDUCATION

Bachelor of Arts

05/2021

University of New Mexico

Albuquerque, NM

English, Professional Writing

CERTIFICATES

Certificate in Editing

University of Chicago Graham School

12/2022