

DAVID GARGARO

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EMPLOYMENT HISTORY

2002-present **Consulting Editor**

Assorted clients

- Writing and editing services for a wide range of companies (advertising, publishing, graphic design, training, corporate, financial, educational, web design, etc.)
- Project management and developmental editing for a wide range of projects and companies (e.g., high school math and science textbooks, non-fiction books)
- Technical writing for quick reference guides and training aids (business, computers, law, languages, math, science, soft skills, humanities, general interest)
- Copy writing for web sites, brochures, catalogues, advertisements, press releases, etc.
- Copy editing and proofreading of math books, reference guides, training manuals, marketing materials, advertisements, web site copy, newsletters, etc.

1995-2002 **Managing Editor**

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- Hired and managed freelance editors
- Developed the house style guide
- Oversaw the production process from initial concept through to completion
- Wrote and edited quick reference guides
- Wrote and edited all sales and marketing materials
- Managed and promoted company's web sites

1993-present **Freelance Mathematics Writer/Editor**

Assorted clients

- Providing writing and editing services (proofreading, copy editing, answer verification, problem solving, indexing, research, structural editing) for textbooks, teachers' guides, CD-ROMs, and supplementary materials

EDUCATION

University of Toronto, Toronto, ON

Bachelor of Arts (English, Actuarial Science), 1992