

 LG

Louise T. Guinther

 Forest Hills, NY 11375  646-951-2187  ltguinther@gmail.com

PROFESSIONAL SUMMARY

Knowledgeable, dedicated editor and writer with decades of experience at a top-notch arts publication. Detail-oriented, hard-working and proficient at handling multiple projects simultaneously.

SKILLS

- Excellent written and oral communication skills
- Ability to balance multiple tasks
- Expert copy-editing, proofreading and error-spotting ability
- Mastery of English grammar, spelling and punctuation
- Keen eye for detail
- Teamwork
- Proficiency in French
- Writing Features
- Maintaining High Standards

WORK HISTORY

SENIOR EDITOR

04/2007 to 09/2023

Opera News | New York, NY

- Collaborated with team of writers and editors to deliver accurate and engaging content.
- Copyedited, proofread and trafficked content for 12 issues/year from manuscript to publication.
- Guided and motivated staff to manage workflow and meet tight deadlines.
- Oversaw fact-checking to enhance accuracy and consistency.
- Provided concise and constructive editorial feedback to writers to improve article and story writing.
- Reviewed articles for grammar, spelling, punctuation and syntax.
- Ensured adherence to Chicago Manual of Style and internal style guidelines, educating staff on standards.
- Maintained Opera News's standards of literary excellence.

FREELANCE WRITER

09/2023 to 09/2023

San Francisco Opera | San Francisco, CA

- Researched, interviewed and profiled artists for San Francisco Opera program under tight deadline pressure.
- Wrote engaging content, accurately capturing subjects' authentic personalities.

EDITOR

Bayside Times | Bayside, NY

- Edited, wrote and reported for weekly Queens newspaper.
- Reviewed articles for grammar, spelling, punctuation, syntax, accuracy, and compliance with quality standards.
- Reported compelling stories and selected photos to enhance content and boost readership.
- Managed junior editor to deliver accurate and engaging content.
- Devised attention-grabbing headlines to increase engagement.

EDUCATION

Bachelor of Arts | English

Vassar College, Poughkeepsie, NY

- Study Abroad: Royal Holloway College, Surrey, UK [English]

Coursework Before Transferring | English

Bryn Mawr College, Bryn Mawr, PA