



Annie Stuart

E: stuart@encoreedit.com / **T:** 1.707.242.6171 / **W:** www.encoreedit.com

Summary Profile

Seasoned professional with experience in medical and health writing, developmental editing, copyediting, proofreading, and project management. Demonstrated ability to deliver scientific information to a wide range of audiences through a broad variety of media.

Freelance Writer/Editor (4/01–Present)

Partial list of clients:

American Academy of Ophthalmology	Oxmoor House
CancerSource	Meredith Corporation
Community Gatepath	Pacific Fertility Center
Consumer Reports	Posit Science
Charles & Helen Schwab Foundation	Scudder Advisors
Curry Senior Center	Stanford University
EBSCO Health Library	UCSF AIDS Research Institute
Krames Communications	United Way of the Bay Area
Health Ink & Vitality Communications	WebMD
McKesson Corporation	WestEd
National Center for Learning Disabilities	Western Institute for Food Safety & Security
<i>Outpatient Surgery Magazine</i>	WiRED International

Projects include writing, ghostwriting, or editing CME video; brand strategy and ad campaigns for nonprofits; consumer magazine, website, and newsletter articles; advertorials and columns; grants and curricula; book chapters and premiums; proposal for endowed professorship; and patient information, including mobile apps.

Director, Health Education Products The StayWell Company (3/96–4/00)

The StayWell Company is a consumer health organization providing patient education, health information newsletters, health risk assessment systems, and health promotion programs for employers, health care organizations, and health care providers.

- Supervised staff of 30 writers, editors, designers, project managers, and administrative staff; responsibilities included hiring, training, evaluating performance, reorganizing department, space planning, and managing hardware and software needs. Helped to expand base of contractors, including designers, writers, and illustrators.
- Oversaw annual production of 100–150 standard print products, as well as revisions, custom, and translations projects; tracked product schedules and budgets; attended product development meetings, reviewed and edited manuscripts, and streamlined processes, as necessary.
- Developed annual publications budget of approximately \$2.5 million.
- Acted as department liaison with Market and Business Development, Sales, Marketing, and Finance; edited and wrote flyers, mailings, and Requests for Proposals (RFPs).
- Organized end user focus groups, brainstormings, workshops, and offsites to improve product quality and employee morale.

Senior Project Manager, Krames Communications (9/92–3/96)

Krames Communications, acquired by StayWell in 1997, was a publisher of patient education and health promotion materials beginning in 1974.

- Managed 1–3 project teams (4–12 employees), each responsible for producing 12–60 print products annually; secured and developed staff members and contractors to efficiently produce quality products.
- Prepared and tracked project schedules and budgets, ensuring that project teams met schedule and forecasts.
- Closely monitored the quality of work generated by the project teams; led initial planning meetings with consultants to generate necessary content for each product; facilitated product development meetings; reviewed manuscripts, sketches, and final color.
- Worked closely with Market and Business Development staff to ensure marketing goals for products were successfully met.

Senior Editor, Krames Communications (1/90–9/92)

- Reviewed, edited, and proofread standard, revisions, and custom projects at key stages of development to ensure editorial quality, market and end user sensitivity, and editorial consistency across product lines.
- Hired, supervised, and trained new, in-house and freelance writers and editors.
- Oversaw maintenance of editorial style guide.
- Acted as project manager for revisions products, including scheduling, budgeting, making assignments, writing, and editing.

Writer, Krames Communications (1/88–1/90)

- Wrote 10–12 products annually, including booklets, brochures, and leader's guides.
- Worked closely with consultants to create content and double-check accuracy.
- Conducted nationwide content reviews for each product.
- Worked closely with designers, editorial staff, and Market and Business Development to fulfill marketing goals, as well as those of art/text synergy and editorial quality.

Education

BA, Political Science, Luther College, Decorah, Iowa.

Additional coursework, workshops: technical writing, newswriting, reporting, multimedia writing, copyediting, public relations, prepress/printing, typography, design for nondesigners, presentation skills, workflow management, finance and accounting for nonfinancial managers, leadership and management