44 Adams Avenue Souderton, PA 18964 Henry Whitney
Phone: 215-421-4984

Email: hmw3@comcast.net

Editor, proofreader, technical writer

#### PROFESSIONAL EXPERIENCE

## Writing and editing

- Currently <u>freelance editing academic works and peer-reviewed journal articles.</u>
- Edited and wrote supplementary user notes and commentary for major publication of publisher on *The New York Times* Best Seller List
- Wrote linguistic and anthropological technical papers for professional research organization
- Maintained databases for dictionary and financial constituents.
- Co-wrote, edited, and evaluated papers of team members
- Edited papers by international students at local graduate schools for clarity, English issues, and institutional style
- <u>Edited verbatim responses</u> to customer-satisfaction surveys to make them grammatical and in conformity to differing client needs
- Recruited and retained volunteer financial sponsors through <u>written correspondence</u> and live lectures and multi-media presentations

## Research / analysis

• Analyzed language and culture of people group in Papua New Guinea

## Translation across linguistic and cultural boundaries

- Worked with a team to develop a new translation of the Bible from Greek and Hebrew along with notes to clarify difficult passages, explanations of key terms in context, a Greek–English lexicon, and an interactive English–Greek interlinear translation
- Developed writing system for previously unwritten language and translated teaching and other materials into it

#### Cross-Cultural Teaching and training

- Taught English writing skills to international graduate students
- Developed curriculum and taught basic literacy skills to students in pre-literate society
- Developed and published manuals for literacy teachers

#### Customer service

• Developed strong cross-cultural relationships that fostered trust and facilitated meeting of physical, medical, and commercial needs

## International languages

- Near-fluency in French
- Working knowledge of Spanish, German, Italian, biblical Greek and Hebrew

#### **Computer**

- Working knowledge of Perl
- Expert knowledge of Microsoft Office
- Good working knowledge of Visual BASIC for Applications, HTML, XML, Linux, GIMP

## **EMPLOYMENT HISTORY**

Freelance Editing

ESL Editing Service (Home: 11/02 - present www.esleditingservice.com)

- Sole Proprietor
  - O Editing graduate-level academic papers for international students. Non-native English-speaking students submit assignments, theses, and dissertations to me. I make sure their English is grammatical and stylistically acceptable and format their papers according to APA and CMS (Turabian) style. Clients have also called on me to work on other professional materials and their personal correspondence.
  - o Editing articles for a theological journal.
  - o Editing cover letters and personal statements for applicants to graduate schools.
  - o Editing résumés for job seekers.
  - o Formatting CVs for a multinational corporation.
  - Contract editor for Tyndale House Publishers, editing supplementary notes for their flagship publication, the New Living Translation Study Bible. This involved reading commentary notes submitted by professional scholars, evaluating their suitability for a lay audience, doing research to check content, and rewriting when necessary.

## **Biblical Studies Content Development**

Wycliffe Associates Orlando, FL 11/14 – 9/20

- Content developer
  - Wrote notes to assist nonnative English-speaking users to understand difficult passages in the Bible.
  - Made suggestions and adjustments to the in-house translation from the original Hebrew, Greek, and Aramaic
  - o Wrote entries for a Greek–English lexicon
  - Part of a team that was producing an interlinear English–Greek New Testament
- <u>Data miner.</u> Organized and analyzed data from three different databases as needed by coworkers.

- <u>Perl scripter</u>
  - Wrote and executed Perl scripts for data mining
  - Developed a tool that field workers could use to produce resources from a constantly changing database
  - Automated the process of producing the interlinear English–Greek
     New Testament and updating it from a changing database

# Academic Editing and Technical Writing

Scribe, Inc. Philadelphia, PA 6/06 – 12/13

- <u>Electronic book editor</u>. Copyedited and proofread academic titles for major publishers, as well as inspirational titles for smaller publishers
- <u>Perl scripter</u>. Wrote scripts to convert non-XML documents and documents in various XML forms to conform to ePub and other XML formats

Summer Institute of Ukarumpa, Papua New Guinea 1980-2001 Linguistics, Inc.

- Linguist and Translator for Akoye language program. This involved recording and transcribing perhaps 15 hours of stories and other texts in the previously unwritten Akoye language. In consultation with native speakers, I analyzed the vocabulary, sound system, and morphology and syntax of the language in accordance with current linguistic theory. I wrote analyses of these aspects of the language and a preliminary analysis of the culture for in-house publication. The main purpose of the job was to translate portions of the Bible from Greek or Hebrew (with reference to scholarly materials in English) into Akoye. I also helped develop, test, and use materials for teaching literacy in Akoye, including a teacher's manual and non-pedagogical reading matter.
- <u>Senior Consultant for Phonology</u>. I helped colleagues, many of whom were non-native English speakers, to analyze the sound systems of unwritten languages and document them for the international scholarly community.
- Written correspondence. At least three times a year I would apprise my constituency of contributors of the progress of the project, adding news about events in my family.

# **Teaching**

Westminster Theological Glenside, PA 9/02 – 5/03 Seminary (One-Year Appointment)

• <u>Guest Lecturer, English Writing Skills</u>. I taught one two-hour lecture class per week to international graduate students, corrected assignments, and edited their papers for English issues so they could be submitted for other courses.

## Other Editing

TNS Intersearch, Inc.

Horsham, PA

2/03 – 5/03 (Part-Time)

• <u>Verbatim response editor</u>. I edited call center transcripts for clarity and stylistic standards.

#### Workbench

Pindar Set

King of Prussia, PA

10/01 - 11/01

• Data entry

Dakota Services

Hatfield, PA

3/02 - 8/02

• Opening mail, scanning documents, data entry

# Temporary Clerical and Light Industrial

TRC Staffing

Lansdale, PA

12/01 - 3/02; 8/02 - 8/04

- Clerical duties
- Data entry
- Database manipulation and desktop publication

**Kelly Services** 

Berwyn, PA

9/01 - 10/01

• Clerical duties

#### **EDUCATION**

Reformed Theological Seminary, Charlotte, NC, 1996
Biblical languages

University of Oregon, Eugene, OR, 1987

Graduate-level linguistics

Ashland Theological Seminary, Ashland, OH, 1978-79

Graduate theological studies

University of Oklahoma, Norman, OK, 1978

Graduate-level linguistics

University of Texas at Arlington, Arlington, TX, 1977, 1980

Graduate-level linguistics

Western Washington University, Bellingham, WA, 1976

B.A., Education