

Joshua S. Tallent

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OBJECTIVE

Energetic, professional eBook editor looking for freelance proofreading and editing work in the electronic and conventional publishing industries.

SKILLS

- Eye for detail, high work ethic, and desire to learn.
- Organization, process evaluation, and the pursuit of projects from inception to completion.
- Experience creating, formatting and/or editing various publications, including group newsletters, conference registration forms, Bibles, Bible commentaries, and a Hebrew siddur (prayer book).
- Able to read Biblical Hebrew and actively working on obtaining fluency.
- Well-versed in the use of automation techniques in the proofing and publication preparation of eBooks, including the use of Perl/Regular Expressions and the WordBASIC macro language.
- Proficient in the use of XHTML and CSS for eBook formatting and web page design.
- Proficient in the operation of computer applications in a Windows environment, including the highest level of expertise in Microsoft Office applications (Word, Excel, Access, and Power Point), and technical aptitude.

EXPERIENCE

Geek.com

Writer

July, 2003 – Present

Writing one or more news articles and opinions every weekday for publication on this technology news web site. Articles all report on recent news, and cover a range of topics from computer technology to scientific discoveries.

WORDsearch Corporation

eBook Editor/Developer

November, 2002 – Present

Electronic book and document editing. Working with multiple applications to produce high-quality documents and books for publication in the software programs sold by the company. Position requires skills in proofreading, grammar, and spelling, as well as proficiency in utilizing programming languages such as Perl and mark-up languages such as XHTML and CSS to prepare items for publication. The majority of the work revolves around Bibles and Bible study aids.

American Campus Communities - Cullen Oaks Apartments

Assistant General Manager

July, 2001 – September, 2002

Primary assistance in the initial opening and continuing operation of this 231-unit apartment complex. Duties included direct supervision of ten to fifteen staff members, responding to crisis situations as an on-site manager, managing the development of community events, and assisting in maintaining budget constraints. Duties also included addressing office computer and LAN issues, and resolving resident issues.

EDUCATION

University of Houston - Houston, Texas - 2002

Completed one year - classified as a senior - 3.52 GPA

Southwestern A/G University - Waxahachie, Texas - 1999

Associate of Arts degree - 3.71 GPA

Community Christian High School - Orange, Texas - 1997

Ranked 4 out of 20 - 3.94 GPA

REFERENCES AVAILABLE UPON REQUEST