

**HONEY JUDITH RUBIN**  
**3447 RIVER HEIGHTS CROSSING, SE**  
**MARIETTA GA 30067-4501**

**770.951.0304**  
**HONEYRUBIN@MINDSPRING.COM**

## **EXPANDED DESCRIPTIONS**

### **COPYEDITING**

Checking for errors of spelling, grammar, punctuation, word usage  
Ensuring consistency of style throughout the document  
Clearing up confusing and awkward writing  
Excellent organizational skills with substantial and detailed knowledge of English grammar and style  
Most experienced with AP Style, have used Chicago and have used Turabian for academic papers

### **REWRITING, EDITING, AND FORMATTING TECHNICAL AND MARKETING CONTENT**

Experience includes but is not limited to:

- Educational and training materials
- User guides
- Online help systems
- Brochures
- Sales materials
- Statistical documents
- Packaging materials
- Web sites

### **PROOFREADING**

Reviewing technical and marketing content word for word  
Comparing copy against the original source documents and primary resource materials  
Identifying spelling, punctuation and grammatical errors  
Examining editorial inconsistencies  
Checking content for conformity to style guides and standards  
Ensuring the document has an attractive look and feel by checking margins, word spacing, repetitive word breaks, and the like