

Gordon Swift, PhD

Editor

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SUMMARY and KEY SKILLS

Editor with diverse background in business, information technology, the arts, and academia. Dedicated to excellence in writing, with experience ranging widely across health insurance and the business of health care, public and educational policy, actuarial science, IT application development, and music. Special interest in helping authors whose first language is not English.

Substantive Editing | Line Editing | Copyediting | Proofreading
Project Management | Writing | Organizing | Negotiating
Analysis | Time Management | Remote Work
Microsoft Word | LaTeX | Google Docs

PROFESSIONAL EXPERIENCE

Freelance Editor (Remote Work)

8/2021 – present

- Provide substantive editing, line editing, copyediting, and proofreading for research-based and creative nonfiction, always with the goal of making my clients' work shine.
- Follow *The Chicago Manual of Style* and other style guides, adeptly applying (or creating) a client's in-house style sheet.
- Recent jobs have included papers for public-policy research institutes, project outcome reports for a global health-care foundation, analysis of COVID-19's impact on education systems in Latin America, and annual reports for community development financial institutions.

"Gordon provides expert copyediting and proofreading for a wide variety of clients, elevating the expression of writers whose first language isn't English. Beyond producing 'clean' (error-free) documents, Gordon has a knack for making subtle changes that clarify meaning or emphasize a point without overshadowing the writer's voice." — Renee Pendleton, President, Managed Editing Inc.

Cigna: IT Application Development (Hybrid Remote Work)

10/2000 – 5/2019

- Held several positions including systems analyst, project manager, quality assurance lead, application development manager, and Agile practitioner.
- Wrote and edited functional requirements, design specifications, and test strategies for Cigna's customer eligibility and enrollment applications.
- Expert at highly detailed writing under tight deadlines where impeccable accuracy was required.

Certified Project Management Professional (PMP)

6/2008 – 6/2021

Additional Related Experience

- Led a team that edited and published medical utilization-management policies and procedures for Aetna's nationwide network of physicians and nurses, following *The AP Stylebook*.
- For a school psychologist in private practice, edited psychoeducational assessments and a booklet describing the experience of having a learning disability.

EDUCATION

- PhD in ethnomusicology, Wesleyan University, Middletown, CT
- MFA in music, California Institute of the Arts, Valencia, CA
- Fulbright Scholar based in Chennai, India

WRITING

- Business writing: "[The Functional Manager's Role in IT Project Management](#)," *Project Management Institute Virtual Library*, 2014.
- Magazine article: "Is That a Violin or a Fiddle?," *Strings*, March 2006; republished as "[Learn the Difference Between Violin and Fiddle](#)," *Strings* online, March 2021.
- Magazine article: "Exploring Carnatic Violin: The Sinuous Style of South Indian Music," *Strings*, February 2005.
- Journal article: "South Indian Gamaka and the Violin," *Asian Music* 21, no. 2 (1990).