

44 Adams Avenue  
Souderton, PA 18964

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*Editor, proofreader, technical writer*

## **PROFESSIONAL EXPERIENCE**

### *Writing and editing*

- Currently freelance editing academic works and peer-reviewed journal articles.
- 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
- Edited verbatim responses to customer-satisfaction surveys to make them grammatical and in conformity to differing client needs
- Recruited and retained volunteer financial sponsors through written correspondence 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: [www.esleditingservice.com](http://www.esleditingservice.com))*

*11/02 - present*

- Sole Proprietor
  - 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.
  - Editing articles for a theological journal.
  - Editing cover letters and personal statements for applicants to graduate schools.
  - Editing résumés for job seekers.
  - 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
  - Wrote entries for a Greek–English lexicon
  - Part of a team that was producing an interlinear English–Greek New Testament
- Data miner. Organized and analyzed data from three different databases as needed by coworkers.



### *Other Editing*

*TNS Intersearch, Inc.*                      *Horsham, PA*                      *2/03 – 5/03 (Part-Time)*

- Verbatim response editor. 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