



CONTACT

whitney.hawknuff@gmail.com

linkedin.com/in/whitney-hawknuff

grayhawkediting.com

EDUCATION

**MASTER OF SCIENCE
STRATEGIC BRAND
COMMUNICATION**
University of Illinois
2022

MASTER OF PUBLIC HEALTH
University of Illinois Springfield
2018

ASSOCIATE OF ARTS
Chinese (Mandarin)
Defense Language Institute
2011

BACHELOR OF ARTS
Biology: Medical Technology
Southern Illinois Univ.
Edwardsville
2007

PROFESSIONAL DEVELOPMENT

**Editorial Freelancers
Association**
Member
Current

Writing in the Sciences
Online Course
Stanford University
2019

WHITNEY HAWKNUFF

Copy Editor, Content Editor

SKILLS SUMMARY

- * Proficient with MS Office, Adobe Acrobat, WordPress, and AP, AMA, APA, and Chicago styles
- * Able to produce creative and compelling audience-centered content while understanding strategic and campaign-level goals
- * Well versed in scientific terminology, health care topics, and plain language writing
- * Stellar teamwork and problem-solving skills matched with respect and discipline sharpened by years of service as a military officer

EXPERIENCE

TECHNICAL EDITOR | General Dynamics IT

October 2019 – PRESENT

Edit grant application evaluations for DoD-funded medical research programs

- Edit and proofread to strict standards following AMA 11th Edition and in-house style guide
- Communicate within a network of writers and editors to produce stellar content for our client
- Navigate time constraints and balance priorities to perfect content laden with biomedical terminology

FREELANCE EDITOR/WRITER

January 2019 – PRESENT

Wordsmith content and copy representing a variety of markets, client styles, and media formats

- Enliven B2B content for websites, newsletters, lead nurture emails, and ad campaigns
- Perform initial grammar edits and act as an editorial consultant for the Journal of Emergency Nursing blog
- Clarify procedure manuals and patient/client information documents
- Polish military content including SOPs, award proposals, and enemy threat summaries

Research and create persuasive and technical content on a wide range of topics:

- Informative IT articles and compelling eBooks for software-as-a-service industry
- Human interest stories, training event coverage, and monthly newsletter for a deployed military unit
- Marketing content molded to convey brand voice and appeal to a target audience