



## 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-gearred 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