

# Resume

## Nancy Gover

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## Publications Specialist

Seasoned communicator with experience in writing and copyediting for variety of audiences and reading levels. Experience includes: web scripts, training materials, marketing collateral, newsletters, academic/professional papers, presentations, and speeches.

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## Areas of Strength

Writing • Copyediting • Web Scripting • Fact Checking • Academic and Professional Papers and Presentations • Editing for ESL Authors • Repurposing Existing Information

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## PROFESSIONAL EXPERIENCE

### **Medical Editor • Eye Foundation of America • 2000 to present**

*Nonprofit organization providing free medical services to developing nations.*

Developed and wrote publications and materials intended to increase public awareness and develop/maintain donors. Targeted materials for medical community, general public, and potential donors. Copyedited medical journal articles and presentations. Created poster presentations.

### **Publications Specialist, CLG • 2006 to June 16, 2009 (full-time)**

*Global behavior-based business consulting firm serving Fortune 50 clientele.*

Wrote, edited, and coordinated production of publications, marketing collateral, training materials, and slide presentations for consulting firm's executive clients and consultants.

### **Science Writer • Constella, Inc. • 2004 (contract)**

*Private contractor providing support for Federal Government projects.*

Wrote, edited material/publications to fit needs of various audiences. Repurposed physician-level materials for general audience. Worked closely with healthcare professionals to prepare and review publications.

For: **US Center for Disease Control (CDC)**, researched and scripted answers to common questions about infectious diseases for web and call-in site  
For: **National Institute of Occupational Safety and Health (NIOSH)** edited professional papers and reports intended for publication.

**Coordinator, Marketing and Public Relations • West Virginia University Eye Center  
• 1997 to 2000 (full-time)**

*Large, multi-specialty ophthalmology department (clinical and faculty) in teaching hospital.*

Managed marketing, publications, and conferences. Wrote and co-designed initial department web site. Designed, wrote, and edited two quarterly newsletters. Wrote, copyedited, and proofread speeches and ghosted articles for faculty. Edited faculty papers, presentations, and book chapters. Conducted class on medical terms for medical students on rotation.

**Managing Editor ( from Staff Writer) National Research Center for Coal and Energy (NRCCE) • 1991 to 1997 (full-time)**

*National clearinghouse for water and energy information and training.*

Managed operations/staff of environmental magazine with 60,000 global circulation. Wrote and edited news and feature articles and determined visual methods for communicating complex scientific concepts and processes. Text was aimed at engineers but accessible to general public. Coordinated content reviews.

**FORMAL EDUCATION**

**Bachelor of Science, Journalism**

West Virginia University P.I. Reid School of Journalism—Morgantown, West Virginia  
Minors areas of Study—Psychology and English

**COMPUTER SKILLS**

Microsoft Office 7: (Word, Excel, PowerPoint, Outlook). InDesign, LexisNexis, MEDLINE, Digital Photography, Adobe Acrobat and Distiller, SharePoint, Citrix

**SAMPLES AND REFERENCES**

*Available upon request*