Areil Sutton

(717) 608-3244 • East Pennsboro, PA 17025 • areil.sutton@gmail.com

PUBLISHING AND EDITING EXPERIENCE

Freelance Editing Services	**January 2022–Present**
Copyediting	**$0.05/word**
Proofreading	**$0.35/word**

- Nonfiction manuscripts
- Memoirs
- Doctoral dissertations

Scribe Media, Freelance / Remote	**October 2018–December 2021**
Freelance, average of 20 hours per week	**$35 per hour or $0.01–0.0125 per word**

Imprints: Lioncrest Publishing / Houndstooth Publishing

QA Editor   *October 2020–December 2021*

- Functioned as liaison between authors and editorial staff
- Reviewed and processed change history within manuscripts
- Reviewed and confirmed manuscripts were ready to move to layout department

Copyeditor   *January 2020–December 2021*

- Identified and corrected typesetting errors, i.e. double spaces, font inconsistencies, improper or inconsistent hyphenation and em/en dash usage, etc.
- Identified and corrected tense inconsistencies
- Identified and corrected formatting errors, including inconsistent chapter naming conventions and malformed numbered lists
- Identified and corrected grammatical errors
- Identified and corrected spelling errors, including word choice errors and language mismatches (US vs. UK English)
- Identified and corrected punctuation errors, i.e. improper or inconsistent capitalization, inappropriate or inconsistent italicizing and bolding, quotation marks vs. underlining, etc.
- Identified and removed positional references to graphics, figures, and tables
- Generated and/or updated structural elements of manuscript, including table of contents, footnotes, and endnotes
- Created comments to highlight items needing author feedback or clarification
- Ensured manuscript adhered to Scribe Media formatting template
- Followed Chicago Manual of Style and Merriam-Webster's Collegiate Dictionary, as well as company-specific style guide exceptions

Proofreader   *January 2019–December 2021*

- Identified and corrected grammatical errors
- Identified and corrected spelling errors
- Identified and corrected punctuation errors
- Ensured manuscript adhered to Scribe Media formatting template
- Followed Chicago Manual of Style and Merriam-Webster's Collegiate Dictionary, as well as company-specific style guide exceptions

Additional Roles: Citations Builder, Graphics Proofer, Cover Assets Proofreader

Demand Studios, Freelance / Remote   **February 2009–May 2010**
Freelance   **$10 per article**
Copywriter

OnPoint Advocacy, Freelance / Remote   **January 2009–December 2009**
Freelance, average of 30 hours per week   **$12 per hour**
Lead Quality Control   *August 2009–December 2009*
Quality Control   *May 2009–July 2009*
Editor   *February 2009–April 2009*
Advocacy Coordinator   *January 2009*

SUPPORT AND TECHNOLOGY EXPERIENCE

Defense Logistics Agency, New Cumberland, PA   **July 2024–Present**
Full-Time, 40 hours per week   **GS-12, $101,400**
IT Specialist (Application Software / Operating Systems)   *2024–Present*

- Served as a member of the software development team, focusing on project planning, requirements analysis, risk analysis, software design, software programming, system testing and implementation, support and user manual preparation, software transition, software quality assurance, system/software problem and deficiency reviews, security and privacy requirements, and software evaluation
- Served as a member of integrated project teams, focusing on business rules creation and testing and process flow development and testing

Drexel University, Philadelphia, PA   **January 2024–Present**
Part-Time, 10 hours per week   **$18 per hour**
Course Assistant for graduate-level courses   *January 2024–June 2024*
Course Assistant for undergraduate-level courses   *March 2025–Present*

- Reviewed student participation in discussion boards
- Graded student assignments and project submissions

- Created assignment demonstration videos and review materials
- Conducted weekly office hour meetings for synchronous interaction with students
- Answered student questions in asynchronous, email form
- Assisted professors with posting updated course materials

West Shore School District, New Cumberland, PA   **April 2019–June 2024**
Full-Time, 37.5 hours per week   **$68,809**
Senior Student Information System Specialist & PIMS Coordinator   *2022–2024*
Senior Student Information System Specialist   *2021–2022*
Student Information System Specialist   *2019–2021*

Support:
- Assisted in the development and maintenance of support and procedure documentation
- Developed innovative approaches and solutions to newly-identified issues and unique, non-recurring problem situations
- Guided users to appropriate documentation and tools required to generate and submit mandatory reports, such as PIMS, CRDC, and Child Accounting
- Identified and escalated tickets to vendors for collaboration and resolution when needed
- Provided application support for the PowerSchool student information system via email, telephone, and face-to-face contact
- Utilized helpdesk software to log all support issues, and to create and assign tickets to the appropriate person or team for resolution

Training:
- Created new service opportunities for customers by educating them in best practices and implemented solutions via monthly training sessions or special requests
- Facilitated workshops to educate customers on best-practice and unique-scenario approaches to using software, such as PowerScheduler build scenarios
- Provided onboarding support to new and existing staff through training and mentoring

Customization:
- Designed custom pages to extend applications' functionality and to fit the needs of customers
- Developed server-side scripts to bridge third-party tools with the PowerSchool database, such as IEP Writer, PrimeroEdge, and Performance Tracker
- Developed SQL queries and reports to meet customer needs that are not met by existing reports and functionality
- Developed and implemented a custom grade store process to streamline processes and minimize user error
- Provided guidance and support to Application Development in transitions from existing technologies to new technologies in development
- Provided support to Application Development in translating existing databases to meet customer needs in new development

Server Administration:

- Diagnosed website and server connection issues using CLI-based commands, such as ping, nmap, and telnet
- Managed and maintained server infrastructure for supported applications
- Performed monthly server maintenance for Oracle, PowerSchool, and state reporting
- Provided troubleshooting of application accessibility with Network Services

Networking and Partnerships:

- Developed and maintained partnerships with third-party vendors to enhance existing service offerings
- Networking with other Intermediate Units to schedule and coordinate annual/semi-annual statewide events, such as conferences and user group meetings
- Prepared for and attended vendor meetings and conference calls

Capital Area Intermediate Unit, Enola, PA   **January 2010–April 2019**
Full-Time, 37.5 hours per week   **$56,000**
Senior Application Support Specialist   *2017–2019*
Application Support Engineer III (Tier III)   *2011–2017*
Application Support Specialist (Tier I and II)   *2010–2011*

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EDUCATION

Drexel University, PA   **Expected Completion: August 2025**

Master of Library and Information Science   *April 2023–Present*

Central Penn College, Enola, PA   **Degrees Completed**

Master of Professional Studies in Organizational Leadership,   *January 2014–June 2015*
           Information Systems Management
Bachelor of Science in Information Technology   *April 2010–September 2012*

Harrisburg Area Community College, Harrisburg, PA   **Degree Completed**

Bachelor of Science in Information Technology   *August 2006–May 2006*

INTERNSHIPS

The Academy of Natural Sciences of Drexel University, PA   **May 2024–June 2024**

Biodiversity Heritage Library (BHL) and Wikidata Project

- Identify ANS-contributed articles that either need DOIs or have DOIs not currently in Wikidata
- Add the new DOIs (and their accompanying article data) to Wikidata
- Create and build upon author records for ANS-contributed articles

PROFESSIONAL MEMBERSHIPS
- American Library Association (ALA), Student Member, since 2023
- Pennsylvania Library Association (PaLA), Student Member, since 2023

CERTIFICATIONS
- AIGPE Lean Six Sigma White Belt Certification, 2024

SKILLS AND TECHNOLOGIES
- Windows Client and Server, Ubuntu Client and Server, Apple Client
- VMware vSphere, SQL Developer
- MS SQL, Oracle, MySQL
- HTML, CSS, SQL, JavaScript
- WordPress, Drupal, Joomla
- Microsoft Word, Google Docs, Adobe PDF

REFERENCES
References are available upon request.