

Colleen Totz Diamond

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Project manager and lead editor of more than 200 bestselling and award-winning technical books for beginning, intermediate, and advanced users. Writer of B2B publications about topics such as Agile project management (IBM/Wiley), VMware, SMART Board (SMART Technology), and social media marketing (AVAYA). Supervisor of large interdisciplinary editorial and production teams (11–14 team members, plus authors and offsite contractors).

Skills Summary

Supervisory and project management:

- Build project schedules and manage resources for 50 books per fiscal year
- Hire, train, and mentor authors and editors (in-house and freelance)
- Create and administer performance reviews and freelance contracts
- Collaborate smoothly with other editorial and production team members
- Communicate clearly with software development and sales/marketing executive teams
- Familiar with Agile project management and version control protocols

Product development, writing, and editing:

- Research and analysis (audience, subject matter, product positioning, and marketing)
- Develop content and editorial/design standards for book series (print and ebook) and individual publications (print and online)
- Simplify complex technical content for nontechnical audiences
- Correct grammar and punctuation
- Proofread layout and design elements for print, ebook, and online publications
- Write, maintain, and implement style guides (includes proprietary and standard industry guides such as *The Chicago Manual of Style*)
- Identify and implement conventions for product terminology
- Source and mark up illustrations, charts, and infographics that enhance clarity of instruction
- Implement and advise on SEO for ebook (typically for “marketing bait piece” publications) and other online publications
- Advise content creators on US copyright and permissions considerations

Tools:

- Microsoft Office (Word, Excel, PowerPoint, and Outlook)
- Advanced proficiency with Word templates and formatting
- Adobe Acrobat markup
- Various cloud-based file management tools (Dropbox, OneDrive, and Google)
- Familiarity with Microsoft Teams

Work History

Freelance Writer and Professional Editor

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Meriden, CT

Jan 2004 to present

- Project manager and developmental/copy editor for 6–10 computer and technology books annually in *For Dummies* series.

- Coauthor and ghost author for several mass-market and B2B *For Dummies* and other technology projects for John Wiley & Sons.
- Developmental editor for *The Wide World of Coding*, a Lerner Publishing Group book for teens about careers in coding.
- Developmental editor for various other nontechnical book projects for John Wiley & Sons and other publishers.

Senior Technical Editor and Managing Editor

Haestad Methods (now Bentley Systems)

Watertown, CT

Aug 2001 to Dec 2003

- Worked with CEO, software engineers, civil engineers, and other subject matter experts to further launch of Haestad Press, the publication division of Haestad Methods.
- Hired, trained, and supervised editorial and production teams (graphics professionals, freelance indexers, and QA/QC).
- Led all aspects of book development, production, and manufacturing processes.
- Coordinated external peer review process (10 peer reviewers per textbook).
- Developed and copyedited four 800-page hydraulics and hydrology civil engineering textbooks and one software manual about CAD-based hydraulics modeling software.

Editorial Manager

Hungry Minds (now John Wiley & Sons)

New York, NY

Dec 1999 to Aug 2001

- Hired, trained, and supervised 12 onsite and 3 remote editorial staff team members for Hungry Minds Programming and Linux Editorial Team.
- Worked closely with publisher to establish department budget, allocate resources, and build project schedules.
- Coordinated schedules and other project details with departments across three office locations (New York, Indiana, and California), remote employees, and subject matter experts and other freelancers.
- Provided individual project management and troubleshooting support for editorial team (about 30 books annually).
- Reviewed manuscripts-in-progress and enforced adherence to editorial standards and style guide.
- Collaborated with acquisitions team to review and approve new author book proposals.

Editorial Manager

IDG Books Worldwide (now John Wiley & Sons)

Indianapolis, IN

Sep 1996 to Oct 1998

- Hired, trained, and supervised 11 – 14 editorial staff team members for Dummies Technology Team.
- Provided project management and troubleshooting support for team (about 50 books annually) with nearly 100 percent success rate of meeting tight and accelerated “subject to software release” schedules.
- Worked with editorial management team to allocate department-wide resources (for about 60 editorial staff members across several editorial staff teams).
- As member of Dummies Editorial Board, reviewed and approved author book proposals and new titles.

Senior Project Editor

IDG Books Worldwide (now John Wiley & Sons)
Indianapolis, IN, and New York, NY
Dec 1994 to Aug 1996

- Worked as project manager, developmental editor, and copyeditor to produce 12 –15 *For Dummies* technical and general reference (nontechnical) books annually.
- Managed several projects and their associated project teams simultaneously.
- Earned positive reviews from customers, industry recognition, and awards for product quality.
- Researched emerging technology topics and performed market research to create new titles “hit list.”

Production Editor

Macmillan Computer Publishing, Que Corporation
Indianapolis, IN
Sep 1991 to Dec 1993

- Developed and copyedited technical references for intermediate and advanced audience level.
- Facilitated editorial and production processes for 12 books annually.

Awards

Developed and copyedited the following award-winning titles:

- **CPA Award:** *Dummies 101: HTML*, by Eric and Deborah Ray (IDG Books Worldwide)
- **James Beard Book Award nominee:** *Wine For Dummies*, by Mary Ewing-Mulligan and Ed McCarthy (IDG Books Worldwide)
- **Foreword Award Finalist:** *I Found a Job! Career Advice from Job Hunters Who Landed on Their Feet*, by Marcia Heroux Pounds (Jist Publishing)

Education

BA English Composition
DePauw University
Greencastle, IN

Professional Affiliations

- Editorial Freelancers Association (EfA)
- Freelancers Union
- Freelance Writers Den