

stephanie cross

RESUME

www.storycraftnc.com

Stephanie Cross

Editor | Writer | Coach

CONTACT

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QUALIFICATIONS

Organized, efficient, creative, and passionate editor with over ten years of experience working as both a full-time and freelance employee. Skilled at managing complex publishing processes, teams, and projects. Seeking to use versatile management and editorial skills to serve clients.

SKILLS SUMMARY

Professional

- Project management
- Committee editing
- New team member training
- Coaching
- Leadership
- Customer service

Technical

- Microsoft Office
- Adobe Creative Suite
- Mac/Apple Systems
- PC/Windows Systems
- Google Drive
- Firebrand Technologies

Personal

- Time management
- Empathy
- Communication
- Organization
- Adaptability
- Problem solving

EDUCATION & CERTIFICATIONS

Poynter Institute, July 2025 - Present

Poynter ACES Certificate in Editing

University of Washington, April 2024 - June 2024

Developmental Editing Specialization

Liberty University, 2015 - 2016

Master of Arts | Human Services Counseling: Life Coaching

Liberty University, 2011 - 2013

Bachelor of Science | Psychology: Life Coaching

Work History

EDITING

Story Craft | Freelance Editor

August 2018 - Present

- Provide developmental edits for various works of creative non-fiction and fiction, including novels, self-help books, Bible studies, devotionals, book proposals, newsletters, blogs, and website copy
- Polish content by providing line editing, copy editing, proofreading, and fact-checking
- Consulted on the editorial and managerial process for a nine-book series on the Enneagram

Lifeway | Editor

June 2014 - July 2018

- Verified facts, styles, and grammar to ensure accuracy for over 30 Bible studies, magazines, and worship materials
- Reviewed materials and advised upon areas of improvement, such as content and design updates
- Examined book proposals and devotions to determine product viability and appropriate age level
- Built a training guide for future editors on the Student Publishing Team

WRITING

Story Craft | Freelance Writer

April 2013 - Present

- Contribute as a devotion writer for Lifeway Students Devotions and Journey: Daily Devotions for Women
- Create Midweek Bible Studies and Family Connection sheets for The Gospel Project for Students
- Modify content from Explore the Bible Students for middle school students
- Compose website copy for Freedom Church Alliance
- Co-authored The Fight for Freedom with Freedom Church Alliance
- Drafted donations appeals emails for an anti-human trafficking organization
- Crafted and transcribed content for an apologetics and philosophy class through Epic Media Partners

COACHING

Davidson-Davie Community College | Academic Success Coach

July 2019 - May 2021

- Crafted mission statements, goals, and coaching contracts for Writing, Psychology, and College Success centers
- Mobilized three marketing initiatives, including mini-workshops, flyers, and connecting with instructors
- Built and presented 17 student workshops, including study skills, goal setting, and test taking
- Converted five in-person workshops to digital format and conducted meetings via zoom to introduce the tutoring center virtually