

Heather A. Miniman

heather@minimans.com

Freelance Writing and Editing Services

36 Royal Crest Drive | Douglas, MA 01516

Voice: 508-476-9346 | Fax: 508-476-9347

Professional Summary

As a writer and editor, I have exercised my interest and expertise in the life sciences by applying my skills to topics ranging from agriculture and food science to the development of pharmaceuticals and medical devices. I have written articles and other documents for the popular press, for professional and lay audiences of a medical information website, and for regulatory agencies. I am currently self-employed as a freelance writer and editor. I have excellent organizational and time-management skills, as well as a fully-equipped home office. The breadth of my knowledge and experience would be an asset to any organization involved in publishing or presenting life science-based information.

Experience

Medical Writer/Report Coordinator

Primedica Corporation, Worcester, MA

November 1998-January 2001

My primary responsibility was the creation of pre-clinical study reports for clients in the pharmaceutical, biotechnology, and medical device industries. To accomplish this task, I assisted in the scheduling and report-planning processes, wrote the materials and methods sections of the study report, edited portions written by the Study Director and contributing scientists, and assembled the complete report according to the publishing requirements of the client. My focus was on toxicology and surgical studies.

Technical Editor/WWW Coordinator

Brigham and Women's Hospital, Boston, MA

June 1997-November 1998

This position in the Department of Radiology was concerned primarily with development of educational and research content for the Department web sites. I worked with technologists and physicians to write and design modules for professional as well as lay audiences. In addition, I served as Acting Production Editor for the Department newsletter and wrote and designed promotional materials for various Department web sites, services, and activities.

Technical Editorial Assistant

Brigham and Women's Hospital, Boston, MA

January 1996-June 1997

In this position, I worked with the Technical Editor to enhance the electronic teaching file and to begin development of patient education materials for BrighamRAD. I contributed to decisions about publication policy and to resolving public relations issues. In addition, I designed web sites for the Decision Systems Group and contributed to the development of a set of web-based authoring tools that would become the foundation of the enterprise-wide site for Partners HealthCare, Inc.

Editorial Intern

American Agriculturist Magazine, Ithaca, NY

May 1995-December 1995

I wrote several features and columns and copyedited numerous articles written by freelance authors and the Editor-in-Chief. I helped to plan issues and to promote the magazine through reader contests and at farm shows in upstate New York.

Office Assistant

Cornell Cooperative Extension (DNR), Ithaca, NY

May 1995-December 1995

Working with the state leaders for cooperative extension programs in aquatics and forestry, I contributed to articles (as both author and editor), created promotional and educational materials for programs, and organized conferences and workshops for scientists and laypersons.

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Professional Affiliations

American Medical Writers Association July 1997 – present

As an active member of AMWA, I have participated in three annual meetings (both as a student and as an instructor), and I was the Co-Coordinator for the New England Regional Conference held in April 2001. I serve on the Executive Council for the New England Chapter.

Board of Editors in the Life Sciences October 1998-present

Continuing Professional Education

Multidisciplinary Certificate, 2000

American Medical Writers Association

AMWA offers courses throughout the year at various regional conferences and at the Annual Meeting. I have completed a multidisciplinary certificate consisting of six courses chosen from the Editing and Writing, Pharmaceuticals, and Freelance specialties, in addition to four required Core Courses.

ELS Certification, 1998

Board of Editors in the Life Sciences

The BELS certification program provides an objective means of evaluating proficiency in editing in the life sciences according to internationally recognized standards.

Education

Bachelor of Science, 1996

Cornell University College of Agriculture and Life Science

My unique program of study, Biology and Society, permitted me to design a curriculum that provided a strong foundation in the life sciences while developing writing, editing, and production skills. Other academic pursuits included environmental studies, agricultural studies, physical anthropology, and medical ethics.

Lists of references and publications are available upon request.