



# SHAUNA M SKALITZKY

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## PROFESSIONAL SUMMARY

Motivated editor with proven record of managing multiple projects across a variety of platforms. Offering an eagle eye and more than ten years of experience helping craft engaging content.

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## RELEVANT EXPERIENCE

Sep 2018–Present

*Freelance Editor*

- Researching, revising, and factchecking content
- Managing multiple schedules and style guides
- Adapting to various processes and teams

Select projects include:

- Exhibition catalogues, websites, educational didactics, and video captions for the **Museum of Contemporary Art Chicago** (Sep 2018–present)
- Educational didactics and catalogues for the **Oklahoma City Museum of Art** (Feb 2021–present) and the **Georgia O’Keeffe Museum of Art** (Feb 2022–present)
- An exhibition website, educational didactics, and an essay for the **Smart Museum of Art** (Oct 2019–Jan 2022)

Feb 2012–Aug 2018

**The Museum of Contemporary Art Chicago**

Chicago, Illinois

*Web Content Manager and Editor* (Jul–Aug 2018)

*Production Editor* (Jul 2014–Jun 2018)

- Managed content and production of exhibition websites

- Wrote, edited, and sourced material for the museum’s blog, *MCA DNA*, as well as managed its weekly publication schedule
- Worked collaboratively with content creators across departments on various editorial projects, including books, labels, and ads
- Supported video production by reviewing scripts and editing captions

*Assistant Editor* (Dec 2013–Jun 2015)

- Colaunched the museum’s blog, *MCA DNA*
- Assisted in relaunching the museum’s website
- Edited and managed publication of the museum’s membership magazine

*Editorial Intern* (Feb–Oct 2012)

- Proofed catalogues and labels

Jan–Jul 2010

**The New Museum**

*Project Assistant*

New York, New York

- Edited sections of *Rethinking Contemporary Art and Multicultural Education*
- Researched and authored lessons and artist’s practice writings for the G:Class website

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## SELECT EDITORIAL PROJECTS

- *Exhibiting O'Keeffe: The Making of an American Modernist* (editor)
- *Moving Vision: Op and Kinetic Art from the Sixties and Seventies* (editor)
- *Allure of Matter: Material Art from China* (proofreader and editor)
- *Virgil Abloh: Figures of Speech* (proofreader and editor)
- *West by Midwest* (content writer, editor, and manager)
- *I Was Raised on the Internet* (project manager and editor)
- *Howardena Pindell: What Remains To Be Seen* (project manager and editor)
- *Kerry James Marshall: Mastry* (content writer and editor)
- *Doris Salcedo Public Works* (project manager and editor)
- *Basim Magdy: Every Subtle Gesture* (project manager and editor)

## AWARDS & CERTIFICATES

- Intro to Web Accessibility (W3C, Edx, 2020)
- Basic Manuscript Editing (UChicago Graham School, 2018)
- Connor Award for scholarly work (CCNY, 2009)

## VOLUNTEER EXPERIENCE

- World Archives Project — Ancestry.com — Transcribing
- By the People — Library of Congress — Transcribing and proofing
- Distributed Proofreaders — Project Gutenberg — Proofing
- The Great Northern Festival — Transcribing videos

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## SKILLS

Trained in the *Chicago Manual of Style* (17<sup>th</sup> ed.)

Adaptable to organization-specific styles and guidelines

Experienced with Adobe software apps as well as various project management tools

Well-versed in Google and Microsoft suites

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## EDUCATION

Sep 2008–May 2010

**City College of New York**

*MA – Art History/Museum Studies – pending thesis approval*

Jan–Apr 2006

**University of London**

*Study Abroad Program*

Sep 2003–May 2008

**University of Wisconsin–Milwaukee**

*BA – Art History – 2008*

*Minor – Business Administration*

