

Alan Burnce

Book Editor and Coach

Alan Burnce

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Skills

WORDS: Provide expert developmental and line editing and coaching services, focused on trade fiction and nonfiction.

WORK: Work efficiently remotely and independently. Meet deadlines. Communicate clearly. Supportive, insightful, honest, and dedicated.

Experience

Freelance Editor, Coach, and Writer | Tuning Fork Editorial Services LLC

MAY 2020 - PRESENT, REMOTE

- 30 years experience writing and editing in educational, academic, software, business, legal, nonprofit, and entrepreneurial spaces (see below).
- Recent projects include coaching a first-time memoir author, developmental and line editing for a novel set in medieval China, editing and coaching admissions essays for college applicants, editing a trail-running guide book and website, and writing micro-courses for a gamified learning app.
- Have published original microfiction and essays on music and current events on Medium, achieving Top Writer status in two categories.

Private Tutor, Writing and Reading | Alan Burnce Tutoring

NOVEMBER 2013 - PRESENT, REMOTE

- Tutor students in grades 5-12 in writing primarily, but also reading and executive functioning skills as needed.
- Tailor every student's program of study to their individual needs.
- Work in creative, informative, persuasive, and research writing modalities.
- Create and adapt instructional materials including slide decks, resource guides, model writing samples, study guides, quizzes, and more.

English and Social Studies Teacher | Portland Public Schools (and others)

MAY 2004 - NOVEMBER 2019, VARIOUS LOCATIONS

- Taught literacy and critical thinking skills to thousands of diverse students in urban and suburban settings.
- Taught Creative Writing, including fiction, creative nonfiction, and poetry.
- Led students through explorations of literature from *Antigone* to *A Midsummer Night's Dream* to *1984* to *The Hate U Give*, as well as dozens of short stories, poems, and works of nonfiction.
- Designed and delivered curriculum for roughly 20 distinct courses.
- Advisor to literary magazine and Gay-Straight Alliance.

Founder and Executive Director | Open Road Learning Community for Teens

MAY 2012 - AUGUST 2015, PORTLAND, OR

- Founded a self-directed learning program for 11-18-year-olds who were unhappy in traditional schools.
- Created and directed a half-year pilot program and a full program that ran for two school years, plus a separate summer camp.
- Personally handled most aspects of the operation: programming, outreach, marketing (including website creation and all writing for promotional materials), development, and administration.

Director, Customer Services | geoVue, Inc.

MARCH 1998 - APRIL 2004, BOSTON, MA

- Developed, wrote, and updated paper-bound, F1 Help-based, and online End User Documentation for several complex software and data products.
- Designed, monitored client success with, and continually revised self-guided training modules that used a blended instruction model.
- Designed curricula and delivered training to groups of clients.

Education

Editing Coursework

DECEMBER 2022 - ONGOING

- Coaching Writers (Tanya Gold)
- The Craft of Memoir (Editorial Freelancers Association)
- Editing How-To and Self-Help Books (Club Ed)
- Developmental Editing for Nonfiction (Mentorship) (Editorial Arts Academy)
- Developmental Editing for Nonfiction (Course) (Editorial Arts Academy)
- Developmental Editing for Nonfiction (Club Ed)
- Developmental Editing: Manuscript Evaluation (Club Ed)
- Developmental Editing for Fiction (Editorial Arts Academy)
- Writing and Editing Nonfiction Book Proposals (Club Ed)

Harvard Graduate School of Education / M.Ed.

AUGUST 1996 - JUNE 1997, CAMBRIDGE, MA

- Teaching and Curriculum concentration.
- Teaching practicum in 9th grade English at Newton North High School, Newton, MA.

Stanford University / B.A.

SEPTEMBER 1990 - JUNE 1994, PALO ALTO, CA

- American Studies major (Literature and Thought concentration). Graduated with departmental honors. Winner, Feminist Studies Prize for honors thesis.
- Nominated to, trained for, and served in a position as a Peer Writing Tutor to fellow undergraduates, sophomore-senior years.

References available upon request.