

ROSLYN CARLSON

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EDUCATION

Northwest Nazarene University, Nampa, ID. B.A. in English Education. June 1999.
Cum Laude.

University of California, San Diego Extension, La Jolla, CA. Specialized Certificate in
Copyediting. June 2001.

Morehead State University, Morehead, KY. M.A. in English. May 2014.

PROFESSIONAL EXPERIENCE

Adjunct Professor

Northwest Nazarene University, Departments of Language and Literature and
Graduate Education, Nampa, ID, August 2016 – Current

- ◆ Teach University Writing and Research (ENGL1030) (Fall 2019, Spring 2020, Fall 2020, Spring 2021)
- ◆ Co-taught Mixed Methods (EDUC7555) and Action Research (EDUC7598) courses for students in a graduate education program (Spring 2017)
- ◆ Taught an Academic Seminar (EDUC7010) course for international students studying in a graduate education program (Fall 2016, Summer 2017)

Research and Writing Assistant

Northwest Nazarene University, Graduate Education, Nampa, ID, June 2014 –
Current

- ◆ Edit and score assignments for graduate education courses
- ◆ Provide APA, editing, and writing assistance for students working on dissertations
- ◆ Assist with departmental research and writing projects

Freelance Proofreader and Copyeditor

May 2001 – Current

- ◆ Proofread typeset books and articles for grammar, spelling, punctuation, capitalization, and design presentation
- ◆ Copyedit books, articles, and dissertations for style, grammar, spelling, punctuation, capitalization, and completeness

Alumni Coordinator

People to People Student Ambassador Programs, Spokane, WA, August 2003 – February 2006

- ◆ Advertise 2-3 week international travel programs for junior high and high school students from across the country
- ◆ Manage travel programs from initial concept to post-travel analysis
- ◆ Analyze participant information to determine how to best advertise and sell programs
- ◆ Manage scholarship contests and choose scholarship winners
- ◆ Coordinate with departments throughout the business to create timelines and favorable results

Receptionist

Washington State University, International Programs Department, Pullman, WA, September 2001 – June 2003

- ◆ Schedule appointments for student advisors
- ◆ Route telephone calls
- ◆ Answer basic immigration questions
- ◆ Produce reports and charts
- ◆ Filter questions to appropriate staff member
- ◆ Check student information against international student requirements
- ◆ Enter student information into national SEVIS database

Publishing Services Coordinator

Elsevier Science, San Diego, CA, August 1999 – August 2002

Editorial Coordination

- ◆ Traffic manuscripts for journals through all stages of the editorial review process
- ◆ Prioritize, schedule, and monitor journals to promote efficient turnaround time
- ◆ Produce reports according to journal procedures
- ◆ Ensure that information regarding the journal is disseminated properly
- ◆ Act as a liaison between authors, reviewers, and editors

Production Coordination

- ◆ Traffic articles through copyediting, typesetting, and proofchecking
- ◆ Update journal website information as necessary
- ◆ Check and post issues to Gateway for transfer to online library
- ◆ Secure copyright transfer agreements and permissions as necessary
- ◆ Perform light proofreading and copyediting to check for style and consistency
- ◆ Write errata
- ◆ Act as liaison between editors, authors, suppliers, and internal departments

Copyeditor

- ◆ Train in copyediting a scientific journal for style, grammar, spelling, punctuation, capitalization, and completeness

Additional Responsibilities

- ◆ Screen resumes and assist in the interview and selection process for new employees

- ◆ Facilitate meetings
- ◆ Work with team members in the evaluation and strategic management of team journals

COMMUNITY INVOLVEMENT

- ◆ Children's ministries activity coordinator (Tree City Church of the Nazarene)
- ◆ College Connect volunteer (Tree City Church of the Nazarene)
- ◆ Kickboxing instructor and taekwondo mat mom (Legacy ATA Martial Arts)