

ASHLEIGH ANDREWS RICH

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EXPERIENCE

URBAN INSTITUTE – Washington, DC

2014–present

PRODUCTION EDITOR

I edit an array of written products, including research reports and briefs, feature articles, and newsletters. I spend most of my time on research reports and briefs, engaging with authors on editorial matters ranging from basic style and grammar to in-depth questions of consistency, accuracy, and robustness. In addition to providing editorial services, I format these publications and manage production. I also work to develop, improve, and codify house style, policies, and procedures. My primary subject areas are criminal justice; human services (particularly in relation to early education, children's well-being, and immigrants and immigration); and wealth, opportunity, and ownership.

WORLD RESOURCES INSTITUTE – Washington, DC

2010–2014

RESEARCH & PUBLICATIONS ASSOCIATE

Broadly, my role centered on ensuring excellence in all WRI's research publications. This function entailed providing editorial services; overseeing peer review of all research reports, issue briefs and working papers; and mentoring authors from the early draft stage through production. I also trained staff on excellence in publications and worked with emerging international offices (China, India, and Brazil) to develop customized research standards and publication processes. I streamlined WRI's publication procedures and redesigned all relevant guidance and reference documents, as well as an intranet resource site. I also managed a program coordinator and interns and supported the vice president for science and research (particularly research, writing, speech and presentation preparation, and implementation of special projects).

KEISER UNIVERSITY – Sarasota, FL

2008–2009

ASSOCIATE REGISTRAR

My responsibilities included assessment of program requirements and creation of student academic plans. I advised students regarding transfer credit, course failure, and course substitutions; authorized official transcripts; and conducted statistical reporting and analysis for the dean's office.

GULF COAST COMMUNITY FOUNDATION OF VENICE – Venice, FL

2006–2008

PROGRAM SPECIALIST

My responsibilities included management of most aspects of over \$7 million in annual grant making in five major periodic cycles, from application and review to fulfillment of conditions, reporting, and closing. Over a hundred grants were active at a given time. In addition to long-range competitive grant processes, I managed up to forty donor advised grants from start to finish on a weekly basis. I also prepared extensive written materials for the president/CEO, ranging from correspondence with donors to legally binding grant agreements. Additionally, I planned and implemented a five-month scholarship process through which over \$430,000 was awarded to more than 250 students.

EDUCATION

Bachelor of Arts, 2006
CORNELL UNIVERSITY, Ithaca, NY
Majored in English and history

ADDITIONAL COMPETENCIES

- Substantive editing, copyediting (particularly *Chicago Manual of Style*, but comfortable navigating other guides), and formatting
- Training, mentoring, and policy and procedure development
- Peer review
- Advanced Microsoft Office (Word, Excel, PowerPoint)
- Adobe Acrobat, Photoshop, and InDesign
- Drupal and Drupal Commons
- DreamWeaver
- DokuWiki
- Crystal Reports Design
- Raiser's Edge
- Contributor
- C++, HTML (beginner)
- Zotero, EndNote
- Social media, WordPress
- Working knowledge of Latin and Spanish, with plans to refresh Spanish