

CAROLYN BERGE

612-616-4662 » carolyn.berge@gmail.com » Minneapolis, Minnesota » linkedin.com/in/carolynberge » carolynberge.com

SUMMARY

Skilled and respected copy editor who for years has used her expert command of English grammar to help agencies and others produce polished and error-free written content.

EXPERIENCE

Copy Editor and Proofreader

- *Self-employed, Minneapolis–St. Paul, Minnesota, 2001–present*

Review written materials to ensure correct grammar, punctuation, spelling, style, and tone. Check for accuracy, clarity, and brand alignment. Fine-tune writing to improve flow and readability while maintaining author's voice. Analyze formatting for errors and consistency. Manage multiple projects while providing services to a variety of clients:

- *Advertising, marketing, and design agencies:* copy for ads, commercials, direct mail, social media, emails, websites, proposals, blogs, and more
- *Magazines:* topics related to health and fitness, lifestyle, nutrition, and cooking
- *Nonprofit and training organizations:* leadership-training manuals, reports, newsletters, event promotion
- *Publishing houses:* children's curricula, children's activity and self-help books, adult study materials
- *Universities:* online courses, alumni magazines, brochures, promotional materials

- *Freelance copy editor, Life Time • St. Paul, Minnesota, 2006–present*

Copiedit feature stories and articles for all departments of *Experience Life*, the whole-life health and fitness magazine for a national chain of health clubs.

- Copiedit the entirety of each issue, with light fact-checking and rewrites as needed.
- Review additional, online-only content as requested.
- Consult frequently with the copy chief about style issues.

- *Contract copy editor, The Lacek Group, an Ogilvy One company • Minneapolis, Minnesota, 2012–2025*

Copiedit loyalty-marketing content (websites, emails, social media, banners, direct mail, brochures, and more) for international brands. Compared translations against source documents to ensure accuracy. Reviewed new-business proposals, reports, white papers, blog posts, and in-house communications.

- Collaborated with a team of copy editors to meet deadlines in a fast-paced environment.
- Learned numerous client styles, switching between them frequently on a typical day.
- Mastered online editing tools to provide feedback on digital documents.
- Helped account managers understand the reasons behind edits by explaining relevant grammar rules and style guidelines. Often brainstormed with copywriters to find grammatical on-brand solutions.

EDUCATION

Bachelor of Arts, elementary education • Luther College, Decorah, Iowa

PROFICIENCIES

- *Style guides:* Chicago Manual of Style, Associated Press Stylebook
- *Software:* Microsoft 365 (Word, PowerPoint, Excel, Outlook, Teams), Adobe Acrobat Pro