

# CAROLYN BERGE

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## SUMMARY

I'm a seasoned professional with excellent organizational and communication skills, an outstanding grasp of the English language, and a sharp attention to detail. As a freelancer for more than two decades, I've been helping clients produce polished and exceptional work.

## EXPERIENCE

### **Self-employed copy editor • May 2001–present**

- Provide freelance and contract editing, copyediting, proofreading, and layout services.
- Review written content to ensure proper grammar, punctuation, spelling, and usage. Check for accuracy, clarity, and adherence to style. Fine-tune flow and readability, and rewrite as needed. Analyze layout and formatting to guarantee a consistent, professional look.
- Work across industries on a variety of content, both print and digital: ads, children's educational publications, corporate training guides, health and fitness articles, marketing collateral (email, direct mail, social media, websites, blogs), newsletters, recipes for cooking magazines, and more.

## PREVIOUS EXPERIENCE

### **Editor and educator**

- Copy editor, corporate training materials • *Wilson Learning Corporation, Eden Prairie, Minnesota*
- Content editor, children's curricula • *Augsburg Fortress Publishers, Minneapolis, Minnesota*
- First-grade teacher • *Laurel Hall School, North Hollywood, California*

## EDUCATION

- BA, elementary education • *Luther College, Decorah, Iowa*
- AAS, culinary arts • *Le Cordon Bleu, Minneapolis–St. Paul, Minnesota*

## TECHNICAL

- Chicago Manual of Style, Associated Press Stylebook
- Microsoft Office, Adobe Acrobat, InDesign
- ProofHQ, ConceptShare, Ziflow