

# Charles E. Davis

303.460.9179

[ceditorialservices@gmail.com](mailto:ceditorialservices@gmail.com)

[linkedin.com/in/ceditorial](https://www.linkedin.com/in/ceditorial)

---

## **PROFESSIONAL PROFILE**

Expert copy editor and proofreader who can inspire writers to create enlightening and entertaining manuscripts. Highly experienced in teasing out the interconnections between the human and technical elements of a subject. Excellent support and liaison between authors, editors, illustrators and production staff to ensure that manuscripts are entertaining, exciting and informative.

## **QUALIFICATIONS SUMMARY**

- Astute at identifying writing skills that are clear, accurate and engaging; uses Chicago, APA and Associated Press style manuals.
- Highly focused on historical information that will broaden, strengthen and substantiates the quality of the manuscript and that will heighten reader curiosity and imagination.
- Clear, concise and sensitive communicator who provides constructive feedback, suggestions and historical and technical perspective to deepen and broaden characters and actions.

## **NOTABLE ACHIEVEMENTS**

- Co-author, editor and researcher for “*Phantoms of the Skies: The Lost History of Aviation from Antiquity to the Wright Brothers*” – J. Allan Danelek and Chuck Davis (Adventures Unlimited Press, 2011)
- Ghost wrote “*Heinkel He.112 In Action*” by Denes Bernad (Squadron Signal Publications)
- Wrote “*The VEF I-16: Latvia’s Little Hawk*” for *Air Enthusiast* Magazine (Issue # 48, December 1992, Key Publications)
- Illustrated and edited “*Heinkel He.343*” by Dan Johnson ([www.luft46.com](http://www.luft46.com))

## **AREAS OF EXPERTISE**

### Writing and Editing Skills:

- Wrote historical articles for numerous aviation magazines.
- Edited seven novels by local authors. Three of them, *Serpente Gigante*, *Nightman* and *Dragon Soldiers* by J. Allan Danelek, and *Journey from Little Left*, by Dr. Gary Michael, have been published in the last two years.

### Managerial Skills:

- Supervised a small graphic arts department of four graphic artists serving 15,000+ employees.
- Conducted and wrote performance appraisals as well as improved training procedures, ergonomically improved work areas and reduced costs for my employers by decreasing corporate dependence upon outside vendors using improved efficiency repro-graphics methods.
- Planned graphics presentations and projects including scheduling workflow, managing in-house resources, and arranging external graphics services when necessary.

# Charles E. Davis

303.460.9179

[cededitorialservices@gmail.com](mailto:cededitorialservices@gmail.com)

[linkedin.com/in/cededitorial](https://www.linkedin.com/in/cededitorial)

---

## Technical Skills:

- Broad general subject knowledge on a range of subjects making it possible to spot and correct errors.
- Exemplary interpersonal skills for dealing with authors, editorial staff, illustrators, and support personnel.
- Outstanding attention to detail and quality.
- Ability to establish project priorities and meet deadlines.
- Produced technical and historical documents for several Fortune 500 companies, government agencies and independent publishers and authors, including work with the National Air and Space Museum.
- Provided in-depth technical research and graphics support to several authors over the past 25 years.

## Layout and Illustration Skills:

- Provided technical illustrations and layouts for nine books on aviation history for Aerofax Inc., Smithsonian Institute Press, Schiffer Publications and Monogram Aviation Publications.
- Provided technical illustrations and layout and design services for several aviation history magazines.
- Prepared various passenger briefing booklets and technical operations manuals for AT&T Corporate Flight Operations.

## **EMPLOYMENT HISTORY**

<b>CADD Specialist</b>	Lockheed-Martin IS&GS, Denver, CO	10/1994-11/2012
<b>CAD Drafter</b>	RJO Associates, Denver, CO	09/1993-10/1994
<b>Technical Illustrator</b>	FLM Graphics, Fairfield, NJ	04/1987-02/1992
<b>Graphic Artist</b>	AT&T	05/1975-03/1987

## **DETAILED PUBLICATION EXPERIENCE**

*See attached document*