

# Victoria Hay, Ph.D.

---

1602 West Seldon Way  
Phoenix, Arizona 85021  
(602) 944-2789  
vicky@thecopyeditorsdesk.com

## Summary of Skills

Publication management  
High level of writing and editing proficiency  
MS Office (Word, Excel, Outlook, PowerPoint), Quicken, QuickBooks  
WordPress, Adobe Acrobat, FrontPage, Blackboard  
Personnel management: staffs of employees and contractors  
Organizational management and budgeting

## Employment

### *Management and Editorial*

- |                |                        |  |
|----------------|------------------------|--|
| 1990 – present | Director and President | The Copyeditor's Desk, Inc.<br><i>Manage two contract editors in editorial services for businesses and professionals.</i>  |
| 2003 – 2009    | Editor and Publisher   | Arizona State University<br>College of Liberal Arts and Sciences<br>Office for Scholarly Publishing<br><i>Founded and directed an editorial office unique in North America; managed a staff of five in providing preproduction services for scholarly journals in disciplines ranging from mathematical biosciences to developmental psychology.</i> |
| 1988 – 1990    | Associate Editor       | Arizona Highways Magazine<br><i>Edited copy and managed copy flow and fact-checking for a large regional monthly; developed two new departments.</i>   |
| 1983 – 1984    | Business Editor        | Phoenix Magazine<br><i>Edited copy and read proofs; published a weekly statewide business newsletter and produced monthly business column for the magazine; produced annual section on commercial development.</i>   |

### *Teaching*

- |                  |                    |  |
|------------------|--------------------|--|
| 8/2009 – present | Adjunct Instructor | Paradise Valley Community College<br><i>Teach lower-division courses in composition and magazine writing. Developed fully online course and created online supplements for face-to-face sections.</i>  |
| 1997 – 2003      | Senior Lecturer    | Arizona State University   |
| 1993 – 1997      | Faculty Lecturer   | Arizona State University   |
| 1993; 2008       | Faculty Associate  | Arizona State University<br><i>Founded and directed a writing certificate program. Managed contract faculty and teaching assistants. Taught upper-division and graduate students in writing and editing; taught lower-division courses in composition. Developed online courses.</i> |

1995 – 1996	Adjunct Instructor	Phoenix College
	<i>Consultant for creative writing program; taught creative nonfiction.</i>	
1986 – 88; 1991 – 92	Adjunct Instructor	Scottsdale Community College
	<i>Taught magazine writing.</i>	
1971 – 1973	Instructor	Arizona State University
	<i>Taught freshman composition and studied rhet-comp pedagogy while attending graduate school.</i>	

### **Education**

Ph.D.	English Language and Literature	Arizona State University
M.A.	English	Arizona State University
B.A.	French	University of Arizona

### **Professional and Trade Memberships**

Scottsdale Business Association  
 Society for Technical Communication  
 Arizona Book Publishing Association  
 Adjunct Faculty Association  
 Council of Editors of Learned Journals  
 Society of Scholarly Publishers  
 Council of Science Editors  
 Modern Language Association  
 Writer's Guild