

Tanya Mykhaylychenko

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WRITER • COPY EDITOR

Versatile writer and copy editor with 17 years of combined experience in university writing instruction, career services writing and consulting, copyediting, and web writing. Aligns messages for the target audience(s), while ensuring consistency, clarity, and high quality of documents. Experienced as an independent professional and a full-time in-house editor, with strong research, interviewing, and consulting skills.

Technologies: MS Office, WordPress, MarketMuse, Ahrefs, Jira, Zoom, MS Teams, Google Workspace, Google Search Console, SEO, proprietary database editing.

Areas of Expertise: visual arts, career services, humanities, copyediting, writing for the web.

Additional Languages: French (CCC), Ukrainian (native).

PROFESSIONAL EXPERIENCE

EMPLOYMENT & SOCIAL DEVELOPMENT CANADA | GOVERNMENT OF CANADA, Montreal, QC 2022 – Present

Editor • Digital Service Directorate, Service Canada

- Follow the organization's style guide and a broad range of linguistic resources to edit a database of government documents used by the Information Officers to service call inquiries from citizens (1 800 O-Canada).
- Work collaboratively on the Editing & Linguistic Services Team that supports Content Management Officers.

TM-EDITORIAL.COM | SELF-EMPLOYED, Montreal, QC

2014 – Present

Executive Resume Writer | Career Strategist

- Consulted clients on career strategy, job search, interviewing, and professional networking.
- Transformed clients' career histories into resumes that stand out in clarity, capture measurable achievements, and demonstrate how the value was delivered (up to 270 clients/year, from various industries and career levels).
- Wrote executive resumes, bios, and LinkedIn profiles as a contractor for Storeyline Resumes (USA) and several other executive resume services in the US and Canada.

Copy Editor (2017 – 2022)

- Reviewed texts for clarity, grammatical correctness, spelling, punctuation, and consistency of style and facts.
- Copyedited two [art history books](#).
- Completed *CDPB102: Copyediting for Books, Journals, and Reports*, Toronto Metropolitan University (2017).

Translator (2018 – 2019) • University of Alberta, Canadian Institute of Ukrainian Studies

- Translated 1,000+ ms. pages of oral history interviews from Ukrainian into English for [Transformation of Civil Society: An Oral History of Ukrainian Peasant Culture of the 1920-1930s](#) by William Noll (McGill-Queen's University Press, 2023, 972 pages).

"Tanya recently finished a long translation project on my behalf going from Ukrainian to English. It took nearly a year to complete because there was so much to do. Her work on this project was superb. She submitted to me all translations in a timely manner." —William Noll, book author

Test Item Writer & Editor (2017 – 2018) • Paragon Testing Enterprises, a subsidiary of UBC

- Wrote and edited test items for the Canadian English Language Proficiency Index Program ([CELPIP](#)) accepted by Immigration, Refugees and Citizenship Canada (IRCC) as proof of English language proficiency.

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Online Writing Portfolio:

- As a member of professional associations, contributed multiple articles on career industry trends, employment topics, editing topics, and publishing for *Quill & Quire*, Career Professionals of Canada, Editors Canada, ACES: The Society for Editing, Career Thought Leaders, and Canadian Education and Research Institute for Counselling.
- Articles can be found [here](#).

TELUQ UNIVERSITY, Montreal, QC

2014 – 2018

Online English Tutor (ESL & Writing, 2014 – 2016) ▪ Placement Test Evaluator (English, 2015 – 2018)

- Taught a series of four full-time [intensive English courses](#).
- Created a personalized, one-on-one learning environment for ~700 adult learners (speakers of French, Persian, Chinese, Korean, and Arabic) via email, phone, and video conferences.
- Evaluated written and oral tests in five levels of proficiency to ensure appropriate student placement.

VITAVER & ASSOCIATES, INC., Fort Lauderdale, FL, USA

2012 – 2014

Proposal Writer (Government Bids), IT Staffing Services

- Managed proposal production, including RFP research, submissions, and relationships with government agencies.
- Created an extensive boilerplate library, wrote 60+ proposals, and expanded operations to 10+ new states.
- Wrote and edited content for online recruiter training; set up and transferred learning management system operations to a team of trainers; increased onboarding efficiency and saved each trainer 8+ hours.

SMARTHINKING, INC., A PEARSON COMPANY, Washington, D.C., USA

2009 – 2011

Online Writing Lab Tutor

- Provided ~2,000 hours of asynchronous writing tutoring for undergraduate and graduate students in the U.S.

COLORADO STATE UNIVERSITY, Fort Collins, CO, USA

2007 – 2009

Graduate Teaching Assistant | Editorial Intern at the Center for Literary Publishing, home of *Colorado Review*

- Taught six sections of the writing course [CO150](#) with a focus on writing as a rhetorical and recursive practice.
- Graded electronically, provided one-on-one advising during office hours, and created content for the [course web page](#).
- Designed lesson plans, handouts, in-class exercises, and discussion activities to supplement the common syllabus.

Earlier roles: TOEFL iBT Trainer, 2007; Translator (EU legislation, English to Ukrainian), 2006, Kyiv, Ukraine.

EDUCATION

Master of Arts in English (Literature), GPA 3.87 ▪ Colorado State University, Fort Collins, CO, USA, 2009

Bachelor of Education in Teaching English as a Second Language ▪ Sumy State Pedagogical University, Ukraine, 2006

Academic fellowship, English and Gifted Education, GPA 4.0 ▪ University of Nebraska, Kearney, NE, USA, 2004 – 2005

PROFESSIONAL DEVELOPMENT

CDPB102: Copyediting for Books, Journals, and Reports, Toronto Metropolitan University, 2017

Former member: College Art Association, Editors Canada, ACES: The Society for Editing, Professional Association of Resume Writers & Careers Coaches, Career Professionals of Canada

"I hired Tanya to rewrite my resume and bring it up to date. As the owner of a freelance editing business, my work is eclectic and spans several industries, and I struggled with how to present my skills and experience in an effective way. The questions Tanya asked me as she gathered information prompted deep thought about my clients and my business, which uncovered insights I would not have thought of on my own. The finished product is a masterfully woven presentation of my expertise and experience in an appealing package for potential clients and employers. Tanya was an absolute pleasure to work with, and I would wholeheartedly recommend her services to anyone, including freelance and self-employed professionals." —Jahleen Turnbull-Sousa, medical and legal writer and editor