

Leah Boyer

Leah Abbey Editing

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leahabbey.com

(608) 239-2392

I am a freelance editor and writer who helps individuals and businesses find their best writing. My areas of expertise include editing for mechanical errors, simplifying wordy passages, and restructuring documents to improve overall flow and understanding. I copyedit and line edit various types of writing, including both fiction and nonfiction, and I am professionally trained through UC San Diego's Division of Extended Studies.

Work History

Freelance Copyeditor (July 2022 – Present)

- Perform light, medium, and heavy copyedits on a variety of projects
- Complete line edits on a document to check for coherency, clarity, correctness, and consistency
- Ensure documents are in accordance with a preferred style manual
- Make developmental or major structural comments on a manuscript so the author/client can make informed choices
- Communicate clearly with the author/client and help them bring forward their best writing

Farmers Market Recovery Program Manager (June 2014 – June 2017)

Food Forward, North Hollywood, CA

- Oversaw operations and staff of Food Forward's Farmers Market Recovery (FMR) program, a volunteer-powered program that gleanes the unsold produce from farmers markets in the Los Angeles area
- Expanded the FMR program from 12 to 21 participating farmers markets
- Planned and developed the FMR program's annual goals, forecasts, and budgets; implemented the goals through day-to-day work and program improvements; tracked all progress for quarterly- and end-of-year reporting
- Managed relations with 80+ receiving agencies, 21 market managers, and 300+ donating farmers and vendors; handled any issues or problematic situations
- Managed, interpreted, and utilized large amounts of program data on Microsoft Excel and Google Sheets; updated metrics on monthly basis
- Represented Food Forward at community events and spearheaded a summit on college food insecurity

Farmers Market Recovery Program Coordinator (October 2013 – May 2014)

Food Forward, North Hollywood, CA

- Assisted in the research and on-the-ground expansion of the FMR program from 5 to 12 participating farmers markets as the program's first coordinator (during this time the program gleaned 140,000 pounds of produce with 650 volunteers)

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- Coordinated and scheduled the weekly volunteer events for 12 participating farmers markets, making sure each weekly event had sufficient volunteer coverage; trained about 60 incoming “glean team leader” volunteers
- Tracked and entered all program data to document volunteer numbers and hours, pounds of produce recovered, number of participating farmers, and number of receiving agencies

Associate Planner, Environmental Services Department (July 2011 – November 2013)

Assistant Planner, Environmental Services Department (June 2009 – June 2011)

Intern, Environmental Services Department (January 2008 – June 2009)

PlaceWorks, Santa Ana, CA (January 2008 – November 2013)

- Wrote environmental impact reports (EIRs) and related documents for proposed development projects in compliance the California Environmental Quality Act (CEQA)
- Working with team members and production staff, documented the impact assessment for proposed projects and provided necessary mitigation measures when required; indicated compliance and noncompliance in accordance with CEQA and other planning documents
- Responded to community and agency comments on the environmental review process and documented all comments per CEQA requirements; represented PlaceWorks at public hearings and other meetings with public agency, client, and developer representatives
- Coordinated with colleagues, clients, city or county staff, and other consultants to meet CEQA deadlines and budgets

Education

University of San Diego, San Diego, Division of Extended Studies (December 2022)
Copyediting Certificate

University of California at Irvine (June 2009)
Master degree in Urban and Regional Planning

University of Wisconsin at Madison (December 2005)
Bachelor of Art degree in Biological Aspects of Conservation, Bachelor of Art degree in Cultural Anthropology, and Certificate in Environmental Studies

Professional Development

Scribbr Academy (February 2023)

- Received a qualified editor certificate from the Scribbr Academy on February 12, 2023

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Los Angeles Food Policy Council, Food Waste Rescue and Prevention Working Group (February 2016 to September 2017)

- Attended monthly meetings and participated in outreach and engagement activities with local representatives

Summit on Food Recovery: Solutions for Hunger on College Campuses at University of Southern California (April 29, 2017)

- Spearheaded, organized, and lead a summit on the effectiveness of food recovery as a tool for battling student food insecurity; 40+ attendees from local university and other gleaning organizations

Public Policy Day at California State University Northridge (April 1, 2017)

- Represented Food Forward on a panel discussion about food recovery programs in Los Angeles

Summit on Hunger: Confronting Malnutrition at First Presbyterian Church, Granada Hills, Los Angeles (July 25, 2015)

- Represented Food Forward as panelist on food recovery discussion

Orange County Association of Environmental Professionals (January 2010 to December 2013)

- Managed finances on QuickBooks as the OC Board's treasurer; submitted quarterly financial reports to the state board; kept track of donor contributions; reached out to new donors for our annual scholarship program

Other Activities, Skills, and Accomplishments

- I am familiar with the Microsoft suite of software (including some macros), Google Workspace, Wordpress, social media, and Dropbox, and Quickbooks.
- I've traveled throughout the US and abroad (Europe, Africa, South America, and Central America), and I worked in London during the summer of 2006 with a student work visa.
- I have some ability to speak, write, and understand Spanish (high school and two-years in college).