

# Yvette M. Chin

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http://ychin.net

## Summary

- Detail-oriented and experienced writer, editor, and researcher
- Significant teaching and archival research experience in both the United States and abroad
- Strong interpersonal and public speaking skills

## Experience

### **Electronic Book Editor, Scribe, Inc.**

*Philadelphia, PA, February 2007–current*

- Promoted Composition Assistant/Project Manager in less than one year
- Duties include author-client management, copyediting, proofreading, indexing, and other administrative tasks
- Extensive project management experience (currently twelve titles in production, mostly academic monographs)

### **Graduate Teaching Assistant / Part-Time Instructor**

#### **George Washington University**

*Washington, DC, September 2001–May 2006*

- Duties have included teaching entry-level and upper-level History courses that range from 25 to 75 students per semester
- Responsible for in-depth discussion sections where students analyzed primary source documents and engaged in scholarly debate about historical issues
- Teaching experience includes survey-level Modern European History, American History, and Western Civilization
- Received recognition of teaching abilities

### **Writing Lab Assistant / Part-Time Instructor**

#### **Northeastern University**

*Boston, MA, January 2001–May 2001*

- Provided free writing-skills assessment and tutoring sessions for undergraduates from all disciplines, including ESL and special-needs students
- Taught one semester of Writing for the Disciplines, a required course that focused on individualized undergraduate research and writing projects

### **Assistant Editor, Running Press Book Publishers**

*Philadelphia, PA, September 1998–August 1999*

- Responsible for project planning and development from conception to printing
- Other functions included contractor relations, project management and acquisitions

## Education

### **George Washington University**

#### **PhD History, degree expected Fall 2008**

*Washington, DC, September 2001–current*

- Currently writing a dissertation entitled, “Nihilateralism in a Bipolar World: American–Mongolian Non-Relations during the Cold War”
- Acquired significant research experience in American government archives and government archives abroad
- Other areas of expertise include Modern Chinese History, Modern Russian History, International Relations Theory, and the History of the Cold War
- Received various research grants and fellowships in recognition of academic and professional excellence

### **Northeastern University**

#### **Graduate coursework in History (transferred in 2001)**

*Boston, MA, September 1999–May 2001*

- Pursued advanced graduate work in history, with a specialization in contemporary and twentieth-century politics
- Interned with the Bostonian Society; experience in archival management

### **McGill University**

#### **BA in English, minor in History**

*Montreal, QC, September 1995–October 1998*

- Maintained a 3.2 GPA in a highly competitive university
- Worked on a contractual basis with the Office for Students with Disabilities as a note-taker and attendant

## Skills

- Style proficiencies: Chicago Manual of Style, Modern Library Association, American Medical Association
- Foreign language training: French, Russian, German
- Areas of expertise: nonfiction, trade, reference, scholarly/academic, textbooks, educational, history, foreign affairs, literature, translation, travel writing, religious and spiritual, cookbooks
- Computer proficiencies: MSOffice, Adobe Photoshop, beginner Web design, 80wpm, 10-key experience

## Other Information

- Part-time, temporary, and contract work
- References, writing samples, and transcripts available upon request