

KARIN VAN DER TAK

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PROFILE

Detail-oriented, creative, and organized professional with more than 10 years international experience in corporate, academic, and non-profit (copy)editing and proofreading. Extensive research and writing experience. Advanced web design and development skills.

COPYEDITING / PROOFREADING

2013 - present **AL-MONITOR – ONLINE NEWS SITE ON THE MIDDLE EAST (off-site)**

<http://www.al-monitor.com>

- Edit articles on topics related to the Arab world, mostly written by non-native English speakers
- Post articles on the *Al-Monitor* website

2012 - present **INSTITUTE FOR PALESTINE STUDIES – JOURNAL OF PALESTINE STUDIES (off-site)**

- Proofread articles written by academics, policy makers, and diplomats
- Ensure correct grammar, spelling, and punctuation; typographic accuracy; and content uniformity

2011 - present **MIDDLE EAST RESEARCH AND INFORMATION PROJECT – MIDDLE EAST REPORT (off-site)**

- Proofread scholarly articles for grammar, spelling, punctuation, and word usage errors
- Ensure typographic accuracy and content uniformity

2007–2010 **INTERNATIONAL REFUGEE RIGHTS INITIATIVE (New York)**

Communications and Outreach Coordinator

- Wrote articles for and edited the monthly IRRRI newsletter, *Refugee Rights News*
- Proofread in-house research papers, advocacy documents, and newsletter article submissions

2000–2010 **MORGAN STANLEY, MERRILL CORPORATION, HSBC, BOWNE INTL., NOBLE DESKTOP, AMERICAN NURSES ASSOCIATION (New York & London)**

- Proofread and copyedited financial, legal, political, medical, and educational content in American and British English

2005 **INTERNATIONAL DOCUMENTARY FESTIVAL AMSTERDAM (Amsterdam)**

Producer – Docs for Sale

- Produced English-language catalogue of 493 documentaries for industry market
- Edited and proofread film descriptions and liaised with international film directors on edits

2002–2003 **ROSEN PUBLISHING GROUP, INC. (New York)**

Consultant, *Historical Atlases of the Middle East, Central Asia, and South Asia*

- Consulted on matters pertaining to the Middle East and Asia for K-12 curriculum book series
 - Edited manuscripts on the history of Syria, Egypt, Lebanon, Yemen, Oman, and Azerbaijan
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RESEARCH / WRITING

2007–2010 **INTERNATIONAL REFUGEE RIGHTS INITIATIVE (New York)**

Communications and Outreach Coordinator

- Researched African refugee-related topics and wrote articles for *Refugee Rights News*

2006 **FILMAID INTERNATIONAL (New York)**

Film Content Coordinator

- Researched topics critical to the assisted repatriation of Sudanese refugees from Kenya
- Identified film content on reintegration, reconciliation, and conflict resolution

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- 2004–2005 **NEW YORK UNIVERSITY, DEPARTMENT OF MIDDLE EASTERN STUDIES (New York)**
Junior Research Scholar
- Conducted research on medieval Islamic thought and culture for Associate Professor
- 2003 **HUMAN RIGHTS FIRST (New York)**
Research Intern – International Refugee Program
- Prepared in-depth research report on humanitarian and human rights implications of an invasion in Iraq
- 2002 **UNITED NATIONS, SPECIAL MISSION FOR AFGHANISTAN (New York)**
Research Intern – Office of the Secretary-General’s Special Representative for Afghanistan
- Researched and compiled data on human rights codes in Afghan tribal and cultural tradition for U.N. training and reference manual
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WEB DESIGN / DEVELOPMENT

- 2010–present **TALKING TEAL, SELMA AMZI DESIGN, SPEEDIT SOFTWARE, YARN OF THE MONTH CLUB, T & R GEMS, BCM PLANNING SOLUTIONS, SELAH MANAGEMENT (off-site)**
- See <http://www.touchoftulip.com/web.html> for details on client collaborations
- 2007–2010 **INTERNATIONAL REFUGEE RIGHTS INITIATIVE (New York)**
Communications and Outreach Coordinator
- Designed, developed, and managed content for the Darfur Consortium and CRAI websites
 - Coordinated information-sharing with 50+ African partner organizations on Darfur-related events
 - Developed electronic communication strategies and set up online social networking coordinates
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EVENTS MANAGEMENT

- 2008–2009 **ARTEEAST (New York)**
CinemaEast Series Director
- Directed the spring and fall screenings at the NYU Cantor Film Center
 - Proofread the monthly film screening guides for the NYU Cantor Film Center
- 2006 **INTERNATIONAL DOCUMENTARY FESTIVAL AMSTERDAM (Amsterdam)**
Guest Relations Manager
- Coordinated travel and accommodation for 520 filmmakers, jurors, and special guests
 - Administered registration of 2,700 industry accreditations and managed Guest Services Lounge
 - Managed departmental budget of \$250,000
 - Trained and supervised team of three coordinators
- 2000–2001 **BROOK GREEN UK (London)**
Senior Project Manager
- Assisted in the organization of the Yale Tercentennial celebration in England and Wales: wrote customized travel itineraries for Yale alumni and their families, made travel arrangements for 400 Yale Alumni Chorus members, and planned grand concert in St. Paul’s Cathedral for more than 1,500 alumni
 - Designed and executed large events and conferences for European and U.S. corporate clients
- 1995–2000 **JAC TRAVEL (London)**
Senior Project Executive
- Developed and executed cultural group tours traveling from the Benelux to England, Northern Ireland, Scotland, and Wales
 - Built and maintained relationships with European tour operators and UK-based suppliers
 - Supervised operational procedures by team of four international staff
 - Designed and conducted departmental and company training programs on event execution

PROFESSIONAL MEMBERSHIP

2012 **EDITORIAL FREELANCERS ASSOCIATION**
New York Chapter

LANGUAGES / SKILLS

- English and Dutch (fluent); French and German (intermediate); Arabic (basic)
 - (Copy)editing and proofreading: Chicago Manual of Style, Associated Press Stylebook, proofreaders' marks, and online content conventions
 - Web design Adobe CS4: Dreamweaver, Fireworks, InDesign, Flash, WordPress, html, cascading style sheets, web accessibility, search engine optimization, content editing, and site analytics
 - Proficient with Microsoft Word, Excel, Access, and QuickBooks
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EDUCATION

2008–2010 **NOBLE DESKTOP (New York)**
Certificate in Dreamweaver, Dreamweaver Interactive, and Flash Advanced

2004 **NEW YORK UNIVERSITY (New York)**
Master of Arts in Near Eastern Studies

1995 **WEBSTER UNIVERSITY (St. Louis, MO)**
Bachelor of Arts with Honors in Business Administration