

Garie McIntosh

Writer and editor with a focus on copy editing and literary fiction

CONTACT



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<https://gariemcintosh.com>

EDITORIAL SKILLS

- Highlighting and addressing formal errors and fallacious headlines.
- Pioneering an organization that emphasizes balancing artificial intelligence with traditional learning methods to avoid over-reliance on AI in writing.
- Applying a framework for writing, implementing advanced editing methods and theories, and performing editing according to standards.

QUALIFICATIONS

- ✚ CRAFTED A LEARNING PRINCIPLE: *Work the solution out rather than find instant answers.*
- ✚ DEVELOPED A PUBLISHING SOLUTION: Building perfect book blocks in Microsoft Word.
- ✚ CREATED AN EDITING METHOD: A tool to read and evaluate written text for grammatical and typographical errors.
- ✚ FOUNDED OWN ORGANIZATION: A unique educational and grammatical editing model.

Work experience

Writer-Editor

Mar 2016-Present

Self-employed work, McIntoshLinguistics

RESPONSIBILITIES/ACCOMPLISHMENTS

- Founded and developed an education organization that houses a unique educational and grammatical editing model. The model is an information architecture for writers and editors to use. It supports educational processes and meets traditional publishing standards.
- Successfully implemented content management in a hybrid learning environment on the Microsoft platform with all the innovative tools provided through Microsoft Education.
- Demonstrated foundational knowledge of SEO principles and concepts to develop own brand website by creating and developing home pages and landing pages, writing microcopy that enhances UX and product description, CTAs and SEO metadata knowledge (i.e. head keywords, long-tail keywords, mission (niche), transition words, etc.).

PROVEN INNOVATION VIA THE FOLLOWING TO MAKE WRITING CLEAR AND CONCISE:

- A framework for writing and editing that addresses recurring patterns and structures in writing
- Advanced editing methods and theories that include syntax and semantics, movement rules, resumptive pronouns, and the four types of complements in English
- Grammatical standards and typographical/orthographic standards.

Career break – Problem-based learning

Jan 2015-Mar 2016

After I had acquired a great deal of experience thinking outside of the box to overcome the challenges faced in honing my skills in pursuit of a new career as a writer, I engaged problem-based learning, “a teaching style that pushes students to become the drivers of their learning education.”

- Used this time to travel and embark on figuring out a new career path and independently develop an education strategy to learn English grammar and linguistics so that I could write fiction, deeply understand narratology and skillfully perform grammatical editing.

Administrative Assistant

Dec 2013-Dec 2014

The Scarborough Hospital, Scarborough, ON

Supported 11-member Patient Care Management (PCM) team, 8-member Department Head, Patient Care Director, and Corporate Chief across two hospital sites through demonstrating responsibility for administrative, project and data outcomes and through agenda preparation, attendance coordination, and minute-taking of 11 monthly, bi-weekly and quarterly departmental committees and corporate meetings.

- Responsible for bi-weekly and periodic productivity and utilization reports for corporate decision-making and budget maintenance for multiple cost centres using MS Excel PivotTable and PivotChart.
- Responsible for validation of vendor payments and staff invoice reimbursement procedures per corporate review and approval policies, bi-weekly payroll for clinical and administrative team, preliminary vendor selection and RFP scoring process.
- Integral requirement to maintain communication and liaise internally and externally to schedule meetings and complete and submit quarterly and annual funding reports to external bodies that included Ministry of Health and Long-Term Care and Local Health Integration Network.
- Developed custom tools using MS Excel and MS Access to analyze raw data sets to monitor and meet funding targets in the following areas: operating room (OR) utilization (surgical procedure start/finish times and count of patient procedures), patient length of stay, patient-care unit productivity (i.e. bed allocation).
- **Special Projects:** Development of Orthopaedics scheduling tool (MS Excel) for department head, digitization of OR data via set-up of electronic filing system and programming of scanner, payroll and vacation request management tool (MS Outlook), patient-care unit census productivity database system (MS Access).

CIC Forms and Application Administrator

Oct 2009-Dec 2013

Freelance work, Toronto, ON

Assisted individuals with the preparation, filing and submission of their Citizenship and Immigration Canada (CIC) application for temporary and permanent resident visas in a timely and efficient manner.

- Demonstrated oral and written communication abilities via composition of case-specific inquiries and appeal requests to respective Visa offices and Members of Parliament to expedite applications and make special requests.
- Demonstrated multitasking skills via preparation and coordination of files, including appeal affidavits.
- Responsible for file management from client initiation stage to full acceptance of application by CIC in a timely and efficient manner.

Project Administrator

Jul 2007-Sep 2009

SNC Lavalin O&M, Etobicoke, ON

Provide methodology-specific support to project managers in facilities management while coordinating and verifying vendor contracts, payments, and invoice correctness. Responsible for providing broad variety of administrative support duties associated with the day-to-day operations of the project management team, including creating efficiencies in information management systems, i.e. data-entry/retrieval, forms and spreadsheet development, collecting/compiling information.

- Developed portfolio's fully functional end-user invoice management system (MS Access) in tandem with organization's in-house financial software (PeopleSoft) to consolidate, synchronize and verify vendor progress draws in accordance with corporate policies and client methodology.
- Fulfilled a leadership role with senior and management to achieve effective and clever results according to client (government) methodologies and SOW, and corporate regulations.