

JAN MUNDO

Editor • Writer • Author • Blogger •
Publicity • Marketing • Research • Social Media
jmando@there.net • janmundo.wordpress.com • 212.991.8611

INTRODUCTION

Jan Mundo is a freelance copy and production editor, proofreader, transcriber, researcher, writer, and blogger—with an ear for rhythm and voice. She specializes in nonfiction, documentary, educational, self-help, and memoir. She is experienced in adult trade and children’s books, English reading and language assessment, publicity, training, and marketing.

Jan was an associate employee editor at McGraw-Hill Education: The Grow Network and The Reading and Language Assessment Group. As a freelancer, she’s edited projects for Pearson Education, Chelsea House, and Hat Head / Hieropub and handled marketing, publicity, research, and transcription for Wheelhouse Creative, Mundo Sisters, Bravo TV, and InFocus Realty/NYC.

An author who writes about mind-body self-care for headache and migraine, Jan’s work is published in an anthology, magazines, and a peer-reviewed international headache journal, and she’s writing a book about headaches. She also designs and self-publishes WordPress blogs, social media sites, and email marketing campaigns.

Jan’s extensive background—as transformative coach and bodyworker, headache therapy innovator, resident of The Farm spiritual community, and practitioner of meditation, qigong, and the healing arts—gives her insight into the self-help, alternative health, wellness, and conscious living categories. She’s also a political blogger, cookbook contributing editor, gardener, musician, artist, and photographer.

PUBLISHING

Associate Employee, Editor

McGraw-Hill Education / The Grow Network, NYC. Production editor, proofreader, rewriter of 80 reading and language lessons, including teacher editions, for middle school. (Word, Adobe Acrobat, and hard copy.) Copy editor, The Grow Network’s in-house “Writer’s and Editor’s Guidelines Manual.” Full time for Kelly Services: May-Sep 2009

McGraw-Hill Education / Reading and Language Assessment (RLA) Group, NYC. Production editor, proofreader of student and teacher reading and language lessons, grades 1 and 2. Part time for Kelly Services: Feb-Mar 2012

Freelance Editor

Dean, Linda R., *Road Map to Happiness: The Memoirs of Linda R. Dean*. CA: estate of Linda R. Dean, 2012. Memoirs. Copy editor, fact checker, and back cover jacket synopsis writer, for Hieropub LLC, May-July 2012.

Loeper, John J., *Away We Go! On Bicycles in 1898*. 1980. Revised edition, Pottstown: Hat Head, 2012. Children’s book about the history of bicycles. Copy editor, annotations, and timeline researcher for publisher, April 2012.

Crystal Cruises travel and marketing brochures for Word1 editorial services. Copy editor of brochures, including ports-of-call maps and pricing, Apr 2012.

Prentzas, G.S., *The Cuban Revolution*. NY: Chelsea House, 2011. High school history book. Proofreader, final, hard copy; English/Spanish fact and language checker, for publisher, June 2011.

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Pearson Education – Copy editor, post-secondary reading and language assessment products (3 projects) for educational publishing house, Aug 2010.

Bravo Network – PowerPoint marketing research presentations for Bravo TV reality shows, Jan 2010.

Book Publishing Company — Contributing editor, *The Farm Vegetarian Cookbook*, ed. Louise Hagler. Summertown: Book Publishing Company, 1976. Final edit; checked all recipes for accuracy, 1975.

TRANSCRIPTION | PUBLICITY | MARKETING | RESEARCH

Associate Producer, Transcriber, and More

WHAT MAKES US (2015) Transcription services for documentary film shorts, *Knighter* and *Riss* (8 interviews), about young female champion athletes. A Mundo Sisters series for ESPNW.com.

ROWDY RONDA ROUSEY (2014) Transcription services for documentary film short about the first female UFC champion (4 interviews). Mundo Sisters production for ESPNW.com Nine for IX series.

MAGICAL UNIVERSE (2013). Associate Producer. National art museums research, outreach, placement for 2013 documentary feature about outsider artist Al Carbee. For filmmaker, Jeremy Workman Productions. Feb-Mar 2014

AMERICAN COMMUNE (2013). Publicist, documentary feature film about The Farm, America's largest commune. Handled NY and NOLA press: researched, interacted with film festival contacts, entertainment news writers (print, online), bloggers, reviewers, Bond PR, social media. Secured reviews and interviews (radio, video). For filmmakers, Rena Mundo Croshere and Nadine Mundo, Mundo Films. Apr-Nov 2013

AUTHOR

In Print

Massage Magazine, “Hands on Therapy for Relief from Headaches.” Apr/May 2007

Keeping In Touch Newsletter, US Association for Body Psychotherapy, “From Pain to Passion with Feeling: The Challenge of Healing Headaches.” Winter 2006

Massage & Bodywork Magazine, “Handling Headaches: A Specialist's Self-care Program.” Jun/Jul 2004

Being Human At Work, Ed. Richard Strozzi-Heckler, North Atlantic Books. Author, Chapter 20, “Conquering Chronic Headaches: Somatic Self-Care for Transforming Pain.” Aug 2003

Spiritual Midwifery, by Ina May Gaskin, 1st-4th editions. Book Publishing Company. Contributing author, birthing stories: “Miguel Ari,” “Miguel and Rena's Births.” 1975, 2002

The Farm Vegetarian Cookbook, Revised Edition, Ed. Louise Hagler, Book Publishing Company. Contributing editor, recipes. 1976

SOCIAL MEDIA

Writer | Blogger | Designer | Publisher

WordPress.com website and blog design, setup, content, writing, photography

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Mundo Lifework—Transformative Healing Arts. Website and blog for Mundo's Somatic Coaching, bodywork and healing arts professional practice. 2012-ongoing

The Headache Coach—Out to Heal the World One Headache at a Time. Website and blog for Mundo's professional practice in mind-body headache and migraine self-care. 2009-ongoing

Jan Mundo—Reflection and Light: Writing, Editing, Art. Editorial services, writing, art, and culture blog and website. 2009-ongoing

InFocus Realty NYC. Website, blog, and newsletter designer, administrator, copy editor, and photographer for NYC boutique realty company. Dec 2009-Jan 2010

Rena and Damon's Wedding. Engaged couple's blog to announce details and information about their destination wedding. Feb-July 2010

Mundo Lifework News. Email marketing newsletter: setup, design, content, list maintenance, mailed to 500 subscribers. Constant Contact, MailChimp. 2007-ongoing

ADDITIONAL BACKGROUND

- Advertising sales manager: TWICE/Cahners Publishing (1991-92), Video Insider Magazine (1990-91), WXRQ-AM radio (1985)
- Advertising sales assistant: TBS and CNN (1986-89)
- Database setup and implementation: Edelman Public Relations, West Los Angeles office
- Public relations: Edelman PR, responsible for liaising with congressional aides to gain legislators' support, resulting in successful passage of the DARE Day bill in Congress (1989)
- Broadcast radio: DJ | radio host of the Janet Planet Show, co-station manager, WUTZ-FM (1978-83); DJ and host, WDXE-FM (1984) and WXRQ-AM radio (1985).
- Internet radio: Co-creator, producer, BlogTalkRadio shows and an internet radio channel (2008).
- In these roles, Jan wrote and edited: advertising, marketing, promotional copy, and training materials.

EDUCATIONAL BACKGROUND — partial list

- Strozzi Institute. Certified Master Somatic Coach and Bodyworker (1996-2005)
- Generation Five. Somatics and Trauma Professional Training (2002)
- UC Berkeley Extension. Developmental psychology (2002)
- Hendricks Institute. Certified Body-centered Transformation (1993); Certified Conscious Relationship Therapist (1994)
- Massage School of Santa Monica (CA). Certified massage therapist (1992)
- UCLA Extension. Creative writing (1987) and documentary production (1990)
- The Farm, Summertown, TN. Founding member, 15-year-resident intentional community, est. 1970
- Undergraduate
 - University of California, Berkeley. English | Art (1967-69)
 - California State University, Northridge. Theater | English | Art (1965-67)

APPLICATIONS

Macintosh OS and applications • Microsoft Word • WordPress.com • LinkedIn • Facebook
Twitter • Google+ • Constant Contact • MailChimp • BlogTalkRadio • About.me