



Lillie Ammann

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603 Mauze Dr, San Antonio, TX 78216

Thank you for your interest in my services. If you would like to know more about my experience, review the attached resume and visit my website, [A Writer's Words, An Editor's Eye](http://lillieammann.com), where you can learn more and read testimonials from some of my clients.

Consultation for Self-Publishing Authors

- Evaluate the different forms of publishing to determine if self-publishing is the best for you.
- Review the steps and services required to write and publish a book.
- Compare using a subsidy publishing company to doing everything yourself.
- If you choose to use a company, compare the services and costs of various companies.
- If you choose to do it yourself, recommend vendors for various services and serve as a liaison with the vendors.
- Advise on promotion, especially website and Internet marketing.
- Serve as a resource throughout the process to answer questions and assist in resolving problems.

Publishing

- Perform a complete content edit of the manuscript.
- Assist with obtaining ISBNs and registering copyright.
- Arrange for the formatting of the manuscript for publication.
- Negotiate and contract with a cover artist and book designer on your behalf.
- Proof the cover and completed layout.
- Negotiate and contract with a printer on your behalf or set up account with a POD printer.
- Coordinate the creation of ebook formats and upload to sales sites.
- Advise on promotion, including website and social media, and distribution.
- Serve as a liaison among all parties involved in the publication, distribution, and promotion of the book to ensure production of a quality product within an established timeframe.

Editing

- Edit documents of all kinds—from business letters to books—using Word's Track Changes.
- Perform at least three reads of the manuscript for the following kinds of edits (the first two may be done simultaneously):
 - ◆ Copy/line/mechanical edit (correct grammar, punctuation, mechanics; verify facts and ensure consistency; clarify meaning and improve readability).
 - ◆ Content/structural/substantive edit (revise/move text for better flow; recommend the addition or deletion of material; re-organize and re-structure content for flow and clarity).
 - ◆ Proofreading (final review of entire manuscript after all changes have been made, including those made by other readers, if applicable).
- Unless we have discussed using another style guide, I edit according to the Chicago Manual of Style.

- Provide a free sample edit for large projects (roughly five pages of a book-length manuscript) to make certain I understand the kind and amount of editing you want.
 - ◆ In addition to the pages to edit, you also need to complete a brief questionnaire giving additional information about the manuscript and include a synopsis or chapter summary.
 - ◆ Based on the time required for the sample edit, the length of the complete manuscript, and your answers to a few questions, I can give you a quote for the total cost for the project.

Writing

- Write blog posts, articles, resumes, website content, and business documents, such as correspondence, proposals, manuals, and news releases. I generally do not write advertisements or SEO articles.
- You can e-mail me with your needs and information or tell me where to find the information I need.
- If you prefer, we can visit by phone to make sure I understand your needs.

Terms:

- The standard hourly rate for small projects is \$100/hour, with a two-hour minimum. I use a timer in the project management software ProWorkFlow to track time.
- Major projects, such as editing a book-length manuscript, will be billed at a project fee, determined in advance by the scope of work and a small sample. Large projects require a deposit of one-half of the total price upon acceptance of the proposal; the final half of the total is due upon completion.
- A rush charge is added when the client does not allow enough lead time for the job. Client will be notified in advance if the rush charge applies.
- A cancellation fee may apply if a contracted project is cancelled or delayed after we have set aside the time.
- Payment may be made by check or PayPal.
- I am completely responsible for all work done on my behalf; however, I may not do all the work. I may subcontract part of the project (such as one round of edits) to an associate or coordinate with other vendors to provide specific services. I will review the final product, and I am responsible for the work subcontractors perform on my behalf.
- We maintain strict confidentiality of all your information.
- If we provide original content for hire, the copyright to your documents is transferred to you as soon as the final payment is made.

I am usually in my office from mid-morning through late afternoon (Central time) and respond promptly to e-mails and phone calls. I look forward to hearing from you.



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Resume

Summary of Qualifications

- Proficient in writing and editing for a wide variety of clients; skilled in helping authors with all phases of the publishing process
- Outstanding administrative and computer skills (MS Office; Adobe Acrobat, InDesign; WordPress; more)
- Effective team player with skill in coordinating individual efforts into a cohesive whole
- Fast, efficient, flexible, and capable of working under tight deadlines
- Experienced in business management, with a strong customer service focus
- Exceptional organizational talent and communication skills; strong commitment to excellence

Professional Experience

Writer, editor, consultant, blogger, San Antonio, Texas

1996 to present

- Assist authors with independent publishing; coordinate all aspects of project
- Edit, proofread, and critique manuscripts for writers
- Serve as content editor; copy-edit articles for *Simply Pets Magazine* and other publications
- Write books and articles for publication (See "Publications")
- Write articles, blogs, and books for individuals, businesses, and organizations
- Write and edit business correspondence, manuals, and other documents
- Write and publish blog—A Writer's Words, An Editor's Eye—on website and link to social media sites

Business Manager, Lil Country Store, Dilley, Texas

2013 to 2015

- Maintained records, handled purchasing and advertising, and made management decisions with partner
- Told stories at store events; wrote monthly column, "Country Tales," in local newspaper

Publisher and Editor-in-Chief, Our Mail Network LLC, San Antonio, Texas

2001 to 2009

- Managed publishing house; developed policies; found, screened, and contracted writers and editors for projects
- Wrote short how-to ebooks; edited and formatted ebooks for online distribution
- Designed and maintained website

President, Lillie's Interior Landscapes, Inc., San Antonio, Texas

1980 to 1996

- Established, managed, and built company to 300 business clients and annual revenues of a half million dollars
- Developed business plan and strategies, employee policies, and training program
- Hired, trained, and supervised up to 18 employees
- Designed interior landscapes and conducted sales and marketing
- Recognized as Charter Certified Interior Horticulturist (among the first 50 certifications nationally)
- Acquired other plantscape companies and eventually sold to Tru-Green Chem-Lawn

Education

- **Bachelor of Arts Magna Cum Laude, major: sociology, minor: psychology**
Southwestern University, Georgetown, Texas

1968

Professional Memberships and Honors

- San Antonio Writers Guild—past president /board member, creator/webmaster of first website
- Recipient of the Patricia Lucas White Service Award (for outstanding service to the Electronically Published Industry Coalition—EPIC) 2012; Creator of New Voices Writing Competition, Chair 2005–2007, Judge 2008–2018; EPIC Ebook Competition, Judge 2000–2018; Co-Coordinator Ebook Extravaganza 2002
- *Who's Who in America* and numerous other *Who's Who* edition



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Publications

Books and How-to-Guides Written (*also designed the interior of the book; ** also created the cover and designed the interior):

- [*Finding God in the Everyday*](#). Armonia Publishing Co., 2017. Devotional book.
- *[*Jack Stories: Favorite Memories of Jack Jordan Ammann Jr.*](#). Lillie's Lovely Little Publishing Company, 2013. Nonfiction.
- **[*Creating Fictional Characters*](#). Self-published, 2011. Nonfiction.
- *[*Dream or Destiny*](#). GASLight Publishing, 2008. Romantic mystery novel.
- **[*Fern's Fancies*](#). Self-published, 2009. Romance novel.
- *[*Stroke of Luck*](#). GASLight Publishing, 2004 (previously: Awe-Struck E-Books, 1999) Romance novel.
- **[*Preserving Memories: How to Write a Family History*](#). Self-published, 2010 (prev: Our Mail Network, 2005). Nonfiction.
- **[*What Do Traditional Anglicans Believe?*](#) All Saints Anglican Church, 2010 (prev: Our Mail Network 2003). Nonfiction.
- **[*Finding the Information You Need*](#). Self-published, 2010 (previously: Our Mail Network, LLC, 2002). Nonfiction.
- **[*The Secrets of Fantastic Houseplants*](#). Self-published, 2010 (previously: Our Mail Network, LLC, 2002). Nonfiction.
- **[*Editing Primer*](#). Self-published online, 2009. Nonfiction.
- **[*Trapped by Love: A Novelette*](#). Self-published, 2009. Romance novelette.
- **[*Self-Publishing Primer*](#). Self-published online, 2007. Nonfiction.
- [*How to Get Started in Network Marketing from Home*](#). Intelletua.com, 2001. Nonfiction e-book.
- *[*Look Beyond Tomorrow: The Carola Spencer Story*](#). Lillie's Lovely Little Publishing Company, 1998. Nonfiction.
- [*Lillie's Lovely Little Gardening Book*](#). San Antonio: privately published, 1976. Indoor plant care booklet.

Published Books Edited (* also designed the interior of the book; ** also created the cover and designed the interior):

- [*Spirit of Gonzales*](#). Betsy Wagner. Mary E. Wagner, 2019.
- *[*Social Workers Guidelines: Social Worker Edition*](#). Valda L. Haywood. CreateSpace, 2019.
- [*A Pause to Refresh: Devotional*](#). Ben Ferguson. Independently published. CreateSpace, 2018.
- [*Ur1+My1=Our1*](#). Nakeisha K. Iheanacho and Eze L. Iheanacho. E&K Dreams, 2018.
- [*Texas Wept: A Tale of Love, Hate, and Courage*](#). William E Maxwell. CreateSpace, 2018.
- [*A Line in the Water*](#). H. Rick Goff. Cedric D. Fisher & Company Publishing, 2018.
- [*Time Flies: Memories of One of the Last Veterans of World War II*](#). Raymond F. Schaaf. CreateSpace, 2018.
- *[*Success Secrets for Social Workers: Supervisor's Edition*](#). Valda L. Haywood. CreateSpace, 2018.
- [*Healer's Heart: A Family Physician's Stories of the Heart and Art of Medicine*](#). Pamela Camosy. CreateSpace, 2017.
- [*Song of the Shepherd Woman*](#). Carlene Havel and Sharon Fauchaux. Chavel Books LLC, 2017.
- [*Christian Leadership: 50 Stories that Connect Faith and Everyday Life*](#). Terry L. Sumerlin. SE Publishing, 2017.
- [*Gambling with God: From Gambling Bartender to Born Again Christian*](#). Tom Covino. Gambling with God Publishing, 2017.
- [*Once Upon a Tee: A Golf Story*](#). William Willis. William Willis Books, 2017.
- **[*Baba's Kitchen*](#). Family cookbook, compiled by Dawn Rakich, 2015.

- [No...Not Again!](#) Edith Eveon Brown. CreateSpace, 2015.
- [Limitless](#). Pablo De Leon. Pablo De Leon Enterprise, 2015.
- [George's Rendezvous with Destiny](#). George Vakey. CreateSpace, 2014.
- [Sumo Skills: Instructional Guide for Competitive Sumo](#). Thomas Zabel. Ozumo Academy Publishing, 2014.
- [Doing It Right](#). Greg Drew. CreateSpace, 2013.
- [God, I've Got A Problem](#). Ben Ferguson. Ben Ferguson, 2013.
- [Message in a Word 2: Inspired Succinct Sermons Uniquely Expressed](#). Margaret Blincoe. Message in a Word Enterprises, LLC, 2013.
- [Base Jumping: The Vagabond Life of a Military Brat](#). William Willis. William Willis Books, 2013.
- [Scamper Tangles with Christmas](#). Patricia Eytcheson Taylor. Catch-A-Winner Publishing, 2012.
- [The Social Media Action Plan](#). Ajay Tejwani. CreateSpace, 2012.
- [Children of the Revolution: Book 3 in the Westward Sagas](#). David Bowles. Plum Creek Press, Inc., 2012 (finalist for Adult Fiction for 2013 North Texas Book Festival).
- * [I Always Sit with My Back to the Wall: Managing Traumatic Stress and Combat PTSD Through The R-E-C-O-V-E-R Approach for Veterans and Families](#). Dr. Harry A. Croft, M.D. & Rev. Dr. Chrys L. Parker, J.D. Stillpoint Media, 2011.
- [A Human Becoming](#). Terry L. Sumerlin. SE Publishing Company, 2011.
- [Leadership: It Takes More Than a Great Haircut](#). Terry L. Sumerlin. SE Publishing, 2011.
- [Scamper's HideAway](#). Patricia Eytcheson Taylor. Catch-A-Winner Publishing, 2010.
- ** [Help! What Do I Do Now? Caring for Your Loved One with Alzheimer's](#). Nancy Nicholson. Lillie's Lovely Little Publishing Company, 2010 (EBook edition category finalist in Global Ebook Awards 2011).
- * [Hide and Seek with Scamper](#). Patricia Eytcheson Taylor. Catch-A-Winner Publishing, 2010.
- * [The Rewritten Word: How to Sculpt Literary Art No Matter the Genre](#). Aggie Villanueva. Cielo Rojos Publishing, 2010 (EBook edition category finalist in Global Ebook Awards 2011).
- * [Message in a Word: Inspired Succinct Sermons Uniquely Expressed](#). Margaret Blincoe. Message in a Word Enterprises, LLC, 2010.
- * [Scamper With the Peanut Butter Feet](#). Patricia Eytcheson Taylor. Catch-A-Winner Publishing, 2010.
- ** [My Life Story: Adventures of the Great Dane](#). Borge Hansen. CreateSpace, 2010.
- [Journal: Intimate Writings of a Relationship with God](#). Aundrea Hernandez. One Ordinary Believer, 2009.
- * [Adam's Daughters: Book 2 in the Westward Sagas](#). David Bowles. Plum Creek Press, Inc., 2009 (2010 Finalist in the Historical Fiction category, International Book Awards).
- * [Re-Deal: A Time-Travel Thriller](#). Richard Turner. Showdown Creations, Inc. 2009.
- * [Some Monument to Last: Memoir of TV Journalist James Muñoz with Family Poems and Letters](#). James Michael Dougherty. Dougherty Enterprises, 2008.
- [God, Wood Smoke, and Spark Plugs](#). Kenniston Lord. Lulu.com, 2008.
- [Uncle Big Bud](#). James E. Williams. HenryRetta, 2008.
- [On the Wings of the Wind: A Journey to Faith](#). Patricia Eytcheson Taylor & James C. Taylor. Langmarc Pub, 2007.
- [As Shadows Fall: People of the Frozen Earth Book 2](#). Grace Anne Schaefer. GASLight Publishing, 2007.
- [The Last Boat Out: Memoirs of a Triumphant Vietnamese-American Family](#). Truong Nhu Dinh & Tran Thi Truong Nga, translated by Truong Nhu Kenny & Ton-Nu Phuong-Thao. GASLight Publishing, LLC, 2006, EPPIE 2007 winner General Nonfiction.
- [Spring House: Book 1 in the Westward Sagas](#). David Bowles. Plum Creek Press, 2006 (2007 Indie Excellence Award Finalist).
- [Patchwork Trail](#). Janet Kaderli. GASLight Publishing, 2005.
- [Wealth Untangled](#), by Rob Turner. Trober-X, Australia, 2004.
- [The New Day Dawns: People of the Frozen Earth Book 1](#). Grace Anne Schaefer. GASLight Publishing, LLC, 2004 (Finalist in the North Texas Book Festival Award in general trade book category).
- [The Joy of Six](#). Charlene Potterbaum. Page-Free Publishing, 2002.
- 12 novels in a variety of genres. Awe-Struck E-Books, 2000-2001.
- [A Bouquet of Recipes from the Diocese of the Southwest, Anglican Church in America](#). Jumbo Jack's Cookbooks, 1998.