



Phone: (210) 344-5554 ▪ Fax: (210) 342-2996 ▪ Email: [lillie@lillieammann.com](mailto:lillie@lillieammann.com) ▪ Website: <http://www.lillieammann.com>

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://www.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 create 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).
- 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.
- Billing and payment schedules are as follows:
  - ◆ Invoices are sent from alerts@proworkflow.com, an address that should be in your address or white list to prevent invoices from ending up in spam.
  - ◆ A deposit will be required of occasional or one-time clients, and final payment will be due upon completion.
  - ◆ Regular clients will be billed monthly at the beginning of the next month for small and routine projects.
  - ◆ Large projects require a deposit of 1/3 of the total price upon acceptance of the proposal. A payment of 1/3 is required when the client approves approximately one-half of the project, and the final 1/3 payment 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 late morning through early evening (Central time) and respond promptly to e-mails and phone calls. I look forward to hearing from you.

Lillie Ammann  
[lillie@lillieammann.com](mailto:lillie@lillieammann.com)  
[www.lillieammann.com](http://www.lillieammann.com)  
 210-344-5554



# Lillie Ammann

Phone: (210) 344-5554 • Fax: (210) 342-2996

603 Mauze Dr • San Antonio, TX 78216

Email: [lillie@lillieammann.com](mailto:lillie@lillieammann.com) • Website and Blog: <http://www.lillieammann.com>

## 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
  - Edit, proofread, and critique manuscripts for writers
  - 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
  - Serve as content editor; copy-edit articles for magazines (*San Antonio's INFLUENCE*, *Simply Pets*)
  - 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** 1968  
Southwestern University, Georgetown, Texas

### Professional Memberships and Honors

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

### 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 (previously: Our Mail Network, LLC, 2005). Nonfiction.

- \*\* [What Do Traditional Anglicans Believe?](#) All Saints Anglican Church, 2010 (previously: Our Mail Network, LLC, 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 (no longer available).
- \* [Look Beyond Tomorrow: The Carola Spencer Story](#). Lillie's Lovely Little Publishing Company, 1998. Nonfiction paperback.
- [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):

- [Healer's Heart: A Family Physician's Stories of the Heart and Art of Medicine](#). Pamela Camosy. CreateSpace, 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.
- [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. (Updated from 1974 edition with over 400,000 copies in print.)
- [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 Rojas 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 Doughty. Doughty 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 Publishing, 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 in General Nonfiction) (Out of print).
- [Spring House: Book 1 in the Westward Sagas](#). David Bowles. Plum Creek Press, Inc., 2006 (2007 Indie Excellence Award Finalist).
- [Patchwork Trail](#). Janet Kaderli. GASLight Publishing, 2005.
- [Wealth Untangled](#), by Rob Turner. Salamander Bay, NSW, AUSTRALIA: Trober-X, 2004.
- [The New Day Dawns: People of the Frozen Earth Book 1](#). Grace Anne Schaefer. GASLight Publishing, 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.