

STEPHANIE L. RIVA, CFA

3720 Bluestem Road □ Norwalk, IA 50211 □ (515) 822-1425 □ Stephanie@RivaReading.com

EDITORIAL EXPERIENCE

Riva Reading, Norwalk, IA, 2010-Present

Owner

- Independent, professional copyediting and proofreading service.

Fiction Manuscripts:

- **Aukes, Rachel.** Post-apocalyptic horror series: *100 Days in Deadland*, 371-page manuscript; *Deadland's Harvest*, 298-page manuscript; *Deadland Rising*, 330-page manuscript. *The Fall of Fort Bragg*. Novella. *Sweeton's Shangri-La*. Short story. Science fiction (space opera) series: *Fringe Runner*. 216-page manuscript; *Fringe Station*. 152-page manuscript. Copy editor.
- **Crimson Romance (Simon & Schuster imprint).** Romance. Multiple authors and categories. 200-300 manuscript pages. Copy editor.
- **Johns, Elizabeth.** *Surrender the Past*. Regency romance. 350-page manuscript. Proofreader.
- **Mercer, Judd.** *All That Will Burn*. Fantasy adventure. 501-page manuscript. Copy editor.
- **Meryl, Jordan.** *When Dreams Change*. Second edition; Romance; 120-page manuscript. Copy editor.
- **Parker, Debbie Tindale.** *The Auctioneer*. Romance, mystery. 451-page manuscript. Proofreader.
- **Walters, Janis.** *Red Sunset Drive*. Cozy mystery. 415-page manuscript. Proofreader.
- **Withrow, Kirk.** *Barrage*. Science fiction dark comedy. 319-page manuscript; *Gilder*. Science fiction short story; *Miasma*. Post-apocalyptic survival horror. 497-page manuscript. Copy editor.

Non-Fiction Manuscripts:

- **Des Moines Art Center.** *Iowa Artists 2012: Print*. Exhibition catalog; Copy editor.
- **Des Moines University.** Higher Learning Commission (HLC) accreditation self-study. 415-page manuscript. Copy editor.
- **Maxwell, George C.** *Agent of Mercy: The Untold Story of Dr. Archibald S. Maxwell, Civil War Surgeon & Iowa State Sanitary Agent*. 223-page manuscript. Copy editor.
- **Plum Communications LLC.** *Bulletproof: The Man's Midlife Guide to Staying Strong, Healthy and Happy*. 192-page manuscript. Proofreader.
- **Writing Resources.** *Write Better Emails: How to Stand Out by Being Short, Savvy and Civil*. Non-fiction; 56-page manuscript and related website and testing material. Copy editor.

Ongoing Assignments:

- **West Bancorporation (West Bank).** U.S. Securities and Exchange Commission (SEC) filings and related press releases. Proofreader.

Other Recent Ongoing Assignments:

- **Meredith Xcelerated Marketing (Meredith Corporation).** Special interest publications. Proofreader.
- **Streetwise Reports.** Financial industry newsletters for investors. Proofreader.
- **The Stelter Company.** Philanthropic direct mail material and websites. Proofreader.
- **WOOD magazine (Meredith Corporation).** Woodworking-related magazine.

PRIOR PROFESSIONAL EXPERIENCE

Principal Financial Group, Des Moines, IA, 1996–2007

Managing Director–Product Development, Principal Real Estate Investors (2000–2007)

- Established and led the product development area with a focus on institutional clients.
- Formulated and oversaw execution of strategic business plans.
- Participated in the research, analysis and negotiation of global merger and acquisition opportunities

Director–Corporate Strategic Development, Principal Financial Group (2007 (concurrent role))

- Collaborated closely with the company’s senior executive team on both a group and one-on-one basis to assess, develop strategic initiatives for, and pursue retail financial service market opportunities.

Investment Grade Bridge Loan Program Manager–Principal Real Estate Investors (1999–2000)

Mortgage Manager–Principal Real Estate Investors (1996–1999)

Allstate Insurance Company, Northbrook, IL, 1987–1996

Senior Investment Analyst/Regional Manager

Mutual Benefit Life Insurance Company, Newark, NJ, 1982–1987

Assistant Investment Officer–Real Estate Investment Division

Investment Statistician–Private Placements

EDUCATION AND PROFESSIONAL DEVELOPMENT

Montclair State University (formerly Montclair State College), Upper Montclair, NJ, B.S. Business Administration/Finance, 1982

Rochester Institute of Technology, Rochester, NY, A.A.S. Business Administration/Accounting, 1980

Independent Coursework

Editorial Freelancers Association, New York, NY (online classes).

- Editors and E-Books, 2013
- E-Editing: Put Down That Pen and Paper, 2012
- Grammar Refresher for Editors and Writers, Parts 1 and 2, 2015
- Copyediting: Advanced, 2016

Author-Editor Clinic, Seattle, WA (online class).

- Introduction to Developmental Editing: Book-Length Fiction and Creative Nonfiction, 2012

Professional Designations

- Chartered Financial Analyst (CFA), 2001
- Fellow, Life Management Institute (FLMI), 1989; Master FLMI, 1994

ACTIVE PROFESSIONAL MEMBERSHIPS

- Editorial Freelancers Association
- CFA Institute
- the Consortium, a Business Club