



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). Click on "What Others Say about Lillie" to read testimonials from a few 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.
- 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.
- Obtain ISBNs and register copyright.
- Format the manuscript for publication.
- Negotiate and contract with a cover artist and book designer on your behalf or perform these services for you.
- Proof the cover and completed layout.
- Negotiate and contract with a printer on your behalf or set up account with a print-on-demand company.
- Create e-book formats and upload to sales sites.
- Advise on promotion, create a website, send advance reading copies to reviewers, and assist with 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 are 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 (for fiction) or chapter summary (for nonfiction).
  - ◆ 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 an estimate of the total cost for the project.

## Writing

- Write blog posts, articles, resumes, and business documents, such as correspondence, proposals, manuals, and news releases. I 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 discuss your needs and make sure I understand what you are looking for.

## Website Creation and Maintenance

- Register domain name (or transfer domain registration to my host's registration service).
- Create site using WordPress software and graphics you provide (or arrange for custom graphics).
- Edit your content or research and write original content.
- Write and upload blog posts.
- Update content based on your input.
- Upgrade software when needed.

## Terms:

- I maintain strict confidentiality of all your information.
- I am completely responsible for all work done for you; however an associate may perform some of the work on your project (such as the second round of edits on book editing projects).
- My normal hourly rate is \$80 to \$100, depending on the kind and size of the project, with a two-hour minimum. After I understand the scope of the project, I will give you an estimate for the job. I may negotiate a flat fee for larger projects.
- I require a deposit, usually based on the size of the job, and bill for each increment as I send you work for your approval or as we negotiate for a project fee.
- Payment can be made by check or PayPal.
- The copyright to your documents and website is transferred to you as soon as the final payment is made.

I am usually in my office in the late afternoons and evenings (Central time) and respond promptly to e-mails and phone calls. I look forward to hearing from you.

*Lillie Ammann*

# Lillie Ammann

Phone: (210) 344-5554 Fax: (210) 344-1958

Email: [lillie@lillieammann.com](mailto:lillie@lillieammann.com) Web Site 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, Dreamweaver, & 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 excellent communication skills
- Strong commitment to excellence

### *Professional Experience*

**Writer, editor, consultant**, San Antonio, Texas 1996 to present

- Assist authors with self-publishing (consulting or handling all the details)
- Write books and articles for publication (See "Publications")
- Write articles, blogs, and books for individuals and organizations
- Proofread, edit, and critique manuscripts for writers; copyedit novels for publishers
- Create and maintain Web sites
- Write business correspondence and other documents (such as resumes, newsletters, brochures, manuals, proposals, and bulletins) for business and nonprofit clients as well as individuals

**Publisher and Editor-in-Chief**, Our Mail Network LLC, San Antonio, Texas 2001 to 2009

- Started and managed publishing house, including marketing and promotion
- Developed writers' guidelines and policies
- Found, screened, and contracted with writers and editors for specific projects
- Edited and formatted articles for online distribution
- Designed and maintained Web site

**President**, Lillie's Interior Landscapes, Inc., San Antonio, Texas 1980-1996

- Established, managed, and built company to a client base of 300 businesses 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)—Creator of New Voices Writing Competition, Chair 2005–2007, Judge & Committee Member 2008–present; EPIC Ebook Competition, Judge 2000–present; Co-Coordinator for Ebook Extravaganza 2002
- National Association of Independent Writers and Editors
- Association of Independent Authors
- San Antonio Writers Guild—past president /board member, creator of first Web site, first Webmaster
- *Who's Who in America* and numerous other *Who's Who* editions
- Nominated for Favorite Magazine/Ezine Editor in the 2001 Preditors & Editors Readers Poll; Awe-Struck Flash nominated for Favorite Nonfiction Magazine/Ezine

## Publications

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

- \* [\*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)
- \*\* [\*What Do Traditional Anglicans Believe?\*](#) All Saints Anglican Church, 2010. (previously: Our Mail Network, LLC, 2003)
- \*\* [\*Finding the Information You Need: Research Tips for Your Family, Business, and Personal Pursuits\*](#). Self-published, 2010. (previously: Our Mail Network, LLC, 2002)
- \*\* [\*The Secrets of Fantastic Houseplants\*](#). Self-published, 2010. (previously: Our Mail Network, LLC, 2002)
- \*\* [\*Editing Primer\*](#). Self-published online, 2009.
- \*\* [\*Self-Publishing Primer\*](#). Self-published online, 2007.
- *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):

- \* [\*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, 2011.
- \*\* [\*Help! What Do I Do Now? Caring for Your Loved One with Alzheimer's\*](#). Nancy Nicholson. Lillie's Lovely Little Publishing Company, 2010.
- \* [\*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.
- \* [\*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. (EPIE 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, Historical Fiction)
- *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. Titles available upon request. 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.

**Newsletters Edited:**

- [\*The All Saints Epistle\*](#). Monthly newsletter of All Saints Anglican Church, San Antonio, 1998-2008.
- [\*The Awe-Struck Flash\*](#). Monthly Email newsletter of Awe-Struck E-Books, 2001-2002.