

Nancy C. Gerth, Ph.D.  
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Resumé: Professional Indexer  
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**Accomplished Academic** with a proven ability to analyze texts, create indexes, proofread and troubleshoot publications. Recognized as an expert in written and oral communication with all audience levels. Good team member.

**Respected colleague**, able to work independently, meet deadlines, grasp and communicate abstract ideas, pay attention to detail and design and administer complex projects. Keeps up-to-date with changes in indexing theory, practice and technology through continuing personal and professional development and maintaining contact with the academic community.

**Career Level:** Mature Career (25+ years of experience)

## OBJECTIVE

*Back-of-the-book indexing contracts for academic books in the fields of history, psychology, anthropology, sociology, modern history, and biography.*

## Experience: Freelance Book Indexer

Ice Age Floods, a guidebook to the geology of Eastern Washington authored by Bruce Bjornstad, Senior Research Scientist at the Pacific Northwest National Laboratory  
**Keokee Press, Sandpoint ID**

A Schizophrenia Breakthrough, a college text which examines schizophrenia through author Dr. Al Siebert's experiences at the Menninger Clinic during the 1960's  
**Practical Psychology Press, Portland OR**

365 Starry Nights, by a beginner's guide to astronomy now in the second edition, and lacking an index  
**self-published**

View one of my indexes at: <http://docnangee.workhorse-akers.com/>

## Other Experience

<u>Consultant</u>	1993 – 2005	Sandpoint ID
Stone Soup Funds Facilitation	grant writer, planner, project/business manager clarification and understanding goals and objectives; needs analysis, setting priorities, developing strategies, and identifying costs and resources. Have led key initiatives to develop and fund educational and health care projects. Recognized as an expert in developing community resources based on need determined by consensus.	
Bonner County Board of Commissioners		grant writer
Sandpoint Seniors, Inc.		grant writer
Panhandle State Bank	developed and wrote Y2K plan	
Bonner County School District #82	Raised just under \$2 million for computer technology Planned, coordinated and reported activities of district-wide computer technology committee with 32 teachers from 16 schools Designed, managed & taught courses to train teachers on computer software Oversaw budgets, purchasing, and planning for 16 schools	
<u>Database designer/marketer, computer trainer</u>		Philadelphia PA
CEO <i>Clerk of the Works</i> Accounting Software for Architects	1986-1993	
Designed, wrote & marketed Clerk of the Works® Raised capital for Clerk of the Works® Accounting Software for Architects		

Recruited board members.  
Interviewed, hired and supervised employees.  
Negotiated contracts with partners, customers and vendors.  
Prepared legal and financial documents.  
Managed a “virtual” company with phone, fax & modem  
Produced & marketed computer accounting applications for small businesses

Math Box, Inc. Computer Trainer 1985-1986  
Designed, managed & taught courses for business computer applications

Assistant Professor of Philosophy 1982-1984 Macalester College St. Paul MN  
Full undergraduate teaching/advising/committee load  
Founded Department of Romance Science

Assistant Professor of Philosophy 1976-1982 Bates College Lewiston ME  
Full undergraduate teaching/advising/committee load  
Pioneered joint appointments with spouse.

## Education

B.A. Cum Laude, University of Pennsylvania Philadelphia PA  
M.A. (Philosophy) Cornell University Ithaca NY  
Ph.D. (Philosophy) Cornell University Ithaca NY

## Awards

Phi Kappa Phi, University of Pennsylvania, 1972  
Susan Lynn Sage Fellowship, Cornell University, 1972, 1975  
National Endowment for the Humanities Research Fellowship, Northwestern University,  
1982-83

## Relevant Skills

Analyze and interpret documents, their structure and concepts  
Index manuscripts under tight deadlines, creating comprehensive and readily accessible entry  
points which take into account author, publisher and user points-of-view  
Generate innovative practical ideas  
Use standard software and office equipment as well as dedicated indexing software (Cindex)  
Troubleshoot technical difficulties in electronic publishing

## Memberships in Professional Indexing Organizations

American Society of Indexers	Index-L	Rantexers
Cindex Users	Next Step Marketing	Web Indexers SIG
Drysiders	Pacific Northwest Chapter ASI	Mac Indexers

## References

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