

## CURRENTLY

**Editor, Fund Research Editorial Services**  
**Morningstar**

- Support worldwide team of mutual fund analysts. I use my editing skills to make complex financial information clear, engaging, and understandable.
- Responsible for editing and producing hundreds of pieces of content annually.
- Edit a wide range of products, from web copy and video transcripts, to fund reports and long-form research.
- Responsible for upholding corporate standards for quantity and quality.
- Monitor and meet deadlines for timely web content.
- Produce graphics to accompany content.
- Implement different English-language standards for analysts using British or U.S. English.
- Advise on questions about grammar and style.
- Edit and produce other documents as needed.
- Excellent proofreading skills with an exceptional eye for detail.
- Organized, efficient, and creative. Able to juggle multiple tasks.
- Not scared of short deadlines or projects with multiple stakeholders.
- Skilled at working collaboratively in a team environment.

*Tori Brovet*

**MULTIFACETED**  
**EDITOR and WRITER,**  
**with**  
**DESIGN SKILLS**

## OTHER POSITIONS

### Production Editor

Credit Equity Research Services  
Morningstar  
2012 – 2015

### Owner/Operator

Flowerbox Greetings  
2005 – Now

### Senior Editor

Fitch Ratings  
2002 – 2012

### Editor

William Blair & Co.  
1997 – 2002

### Copy Editor/Coder (Contract Position)

Encyclopedia Britannica  
1997

## TOOLS & TECH

HTML/CSS  
Databases  
WordPress  
Google Suite  
Microsoft Excel  
Microsoft Office  
Adobe Creative Suite  
(Acrobat; InDesign;  
Illustrator; Lightroom;  
Photoshop; Spark)

## SKILLS

AP Style  
Multitasking  
Organization  
Communication  
Time Management  
Author/Editor Relations

## SPECIAL INTERESTS

Ethical Design  
Assistive Technology  
Human-Centered Design

## ONLINE

ToriBrovet.com  
GraveyardSnoop.com  
FlowerboxGreetings.com

TBROVET@GMAIL.COM