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Charles R. Hitch		Publications Editor
Availability: Immediate Email: crhitch@crai-ky.com	Specific Duties: <ul style="list-style-type: none"> • Perform the lay-out of technical reports • Proofread text for style and mechanics • Communicate with authors suggested changes and input revisions • Print, bind, and mail reports 	Education and Training: <ul style="list-style-type: none"> • B.A. English, University of Kentucky, Lexington, Kentucky
Experience Summary Information		
Production Assistant Cultural Resource Analysts, Inc. February 2007 – May 2008		Publications Editor Cultural Resource Analysts, Inc. May 2008 – Present
<p>Mr. Hitch is a publications editor whose primary duties include laying out technical reports, proofreading the text of reports for style and clarity, suggesting to the authors changes to the text, and binding the final reports. Mr. Hitch is in his third year with CRA, and his prior experience includes a four year, writing intensive degree program at the University of Kentucky.</p> <p>Experience:</p> <ul style="list-style-type: none"> • Has been involved in the production of an extensive list of technical reports through their editing and lay-out. <p>Job Related Skills:</p> <ul style="list-style-type: none"> • Proficient in Microsoft Word and Adobe InDesign. <p>Additional Training:</p> <ul style="list-style-type: none"> • Annual. Adult CPR, Occupational First Aid and Bloodborne Pathogen 		