
Emma Thériault

Lutes Mountain, NB * (506) 232-2295 * lapcatediting@gmail.com

WORK EXPERIENCE

Editor, Lap Cat Editing – Moncton, NB

June 2025–Present

- Freelance editor offering stylistic and copy editing, proofreading, and copywriting services, primarily to corporate and government clients
- Familiar with *The Chicago Manual of Style (CMOS)*, the *Associated Press Stylebook*, the *Canadian Press Stylebook*, *Writing Tips Plus*, and the Canada.ca Content Style Guide
- Projects include proofreading project proposals for a knowledge translation consultancy, editing a middle-grade novel, *The Nomies and the Surface Protocol*, for a local author, and developing web content for a local non-profit
- Member of Editors Canada

Contract work, Green Economy New Brunswick – Moncton, NB

2023–Present

- Short-term contracts to support business development for sustainability-focused non-profit
- Drafted email texts for new member recruitment campaigns
- Developed and delivered a series of workshops on green construction for the Moncton Northeast Construction Association (ongoing)

Co-founder, D.A.S. Concrete Countertops Inc. – Moncton, NB

June 2018–Apr 2025

- Designed and drafted marketing copy, website copy, educational presentations, client correspondence, customer reference documents, standard operating procedures, government funding proposals for a small sustainability-focused manufacturing business
- Written content was consistently well received by clients, funders, and the community
- Board member, Moncton Northeast Construction Association

2018 cohort, UNB Summer Institute – Fredericton, NB

May–July 2018

- Start-up business accelerator program, including training in sales and marketing, financial management, branding, and public pitches

Manager of Innovation, Atlantic Canada Opportunities Agency – Moncton, NB

Nov 2017–Apr 2018

- Oversaw the administration of a high-profile innovation funding program
- Analyzed funding applications and drafted project evaluations
- Contributed to the development of new innovation programming to support changing federal priorities

Economic Analyst (NB), Innovation, Science & Economic Development Canada – Moncton, NB 2013–2018

- Monitored and reported on economic development issues in New Brunswick and Atlantic Canada to inform federal programs and priorities, including through weekly news summaries for Ottawa-based leadership
- Supported Ministerial visits and inquiries through the development of briefing materials, speaking notes, meeting agendas, and travel itineraries
- Helped draft the initial framing document for the Atlantic Growth Strategy in 2016
- Developed an extensive network of contacts within different levels of government, the New Brunswick business community, and the entrepreneurship ecosystem

Policy Analyst, Public Service Pension Centre – Shédiac, NB

2012–2013

- Developed recommendations on complex pension files, with reference to pension policy and case precedents
- Drafted sensitive correspondence to request information or communicate decisions to applicants, balancing the need for tact and clarity

Policy Officer, Department of National Defence – Ottawa, ON

2005-2011

- Selected for highly competitive Policy Officer Recruitment Program
- Roles included Public Affairs Officer, Cabinet Liaison Officer, Policy Development Officer, and Executive Assistant
- Researched, wrote, and revised briefing materials, internal and external communications products, reports, and Memoranda to Cabinet on a wide variety of complex topics, including military procurement, Arctic sovereignty, and detainee policy
- As Executive Assistant, reviewed, edited, and sought clarification on draft documents submitted for the Assistant Deputy Minister (Policy)'s approval

English Second Language Teacher (adult conversation), CCNB – St-Quentin

2005

- Designed and led an introductory English conversation course for French-speaking adults, offered through the Collège Communautaire du Nouveau-Brunswick (CCNB)

English Second Language Monitor, Official Languages Monitor Program – St-Quentin, NB

2002-2003

- Designed and taught ESL for multiple classes of grades 3–6, drawing on popular culture, drama, games, and projects to engage students in learning written and spoken English

EDUCATION**Editing Certificate**, Simon Fraser University (Continuing Studies)

2023–Present

- Includes courses on plain language, business writing, and web design
- Anticipated completion: Spring 2026

Proofread Anywhere

2022–2023

MA International Studies, University of Exeter – Exeter, UK

2003–2004

BAH French/Geography, Queen's University – Kingston, ON

1998–2002

SKILLS

- Strong writing and editing skills, including an excellent grasp of grammar and nuances of language
- High attention to detail
- Strong critical thinking skills
- Good judgment
- Excellent interpersonal skills
- Work effectively independently and with others
- Organized, reliable, and adaptable
- Proficient in MS Word, MS Excel, MS Outlook, MS PowerPoint, Google Docs, Canva, social media marketing (Facebook, Instagram); willing to learn new software and platforms
- Fluently bilingual in English and French (written and spoken)