
Emma Thériault

Moncton, NB | (506) 232-2295 | lapcatediting@gmail.com | www.lapcatediting.ca

WORK EXPERIENCE

Editor, Lap Cat Editing – Moncton, NB June 2025–Present

- Freelance editor offering all stages of editing, as well as writing 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
- Past projects include editing a middle-grade novel for a local author, proofreading bilingual food labels, and developing extensive new web content for a local non-profit
- Active 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 (fall 2025)

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 – Shediac, 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) 2023–2026

- Included courses on plain language, business writing, and web design

[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)