

RACHEL PAUL

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OBJECTIVE

Publishing professional seeks to utilize and further enrich her skill set with creative opportunities

QUALIFICATIONS

Accomplished editor, designer, and project manager in a deadline-driven, cutting-edge publishing environment

Experience balancing challenging tasks while producing high-quality work

Comfortable in both creative and technical roles; able to communicate fluently in both

EXPERIENCE

Managing Editor, Scribe Inc. (2012–2016)

Established, built, and fostered an editorial department collectively overseeing thousands of titles annually

Developed quality assurance and training program to mentor and encourage team

Editor and Project Manager, Scribe Inc. (2008–2012)

Editing, content development, and project management for a variety of academic, accounting, educational, fiction, history, mathematics, medical, and nonfiction titles
Scheduling and cross-departmental collaboration in all aspects of book production, print and electronic

Graphic Designer and Book Composer, Scribe Inc. (2006–2008)

Graphic design, page layout, logo and cover creation, and photo manipulation

Working closely with printers to meet specifications and standards

Freelance Editor, Designer, and Indexer, Lotus Editing and Design (2006–present)

Editing, writing, indexing, design, project management, and creative services for a wide variety of clients

Internship, Running Press / Perseus Book Group (2005–2006)

Firsthand experience working closely with a major trade and educational-based publisher

CREATIVE SKILLS

Art direction

Content creation

Graphic design and print production

Project management

Fact checking

Marketing

TECHNICAL SKILLS

Manuscript development (Microsoft Office)

E-book development (XML, CSS, ePub, Mobi)

Editing/proofreading (AMA, AP, APA, CMS, MLA, SBL, and more)

Book design and page layout (InDesign/Quark)

Photo manipulation (Photoshop/Illustrator)

Website development (WordPress, HTML)

OTHER ENDEAVORS

Award-winning self-published author and game designer, 2012–present

Recovery relief volunteer, Southern Mutual Help Association (Hurricane Katrina), 2006–2008

EDUCATION

Masters of Arts, American Literature and Rhetoric

Arcadia University, *Magna Cum Laude*, 2009

Bachelor of Arts, English and Pre-MBA Studies

Arcadia University, *Magna Cum Laude*, 2006

Cumulative GPA: 3.95

Phi Kappa Phi Honor Society Member

References available upon request