

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 collaborative, deadline-driven 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

Freelance Editor, Proofreader, Designer, and Indexer (2006–present)

Copyediting, developmental editing, proofreading, writing, indexing, design, project management, and creative services for a wide variety of clients

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
Performed design and editorial quality control and quality assurance on all outgoing titles
Scheduling and cross-departmental collaboration in all aspects of book production, print and electronic

CREATIVE SKILLS

Art direction
Content creation
Graphic design and print production
Project management
Fact checking
Marketing

TECHNICAL SKILLS

Manuscript development (Microsoft Office)
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)

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

Editing, content development, and project management for a variety of academic, fiction, and nonfiction titles

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

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

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

OTHER ENDEAVORS

Award-winning published author and card game designer, 2012–present
Recovery relief volunteer, Southern Mutual Help Association (Hurricane Katrina), 2006–2008

EDUCATION

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