

Angelique L. Martin

221 North Peach Street | Oakland, CA 94615
510 555-5555 | almartin@alumnae.mills.edu

A profile is an excellent way to express personal traits and qualifications

PROFILE

Well-versed in the day-to-day aspects of the publishing industry, including editing and development; proofreading, fact checking, and copy editing; production scheduling and production tasks; publication planning and design; sales and promotion; and customer service. Willing to take on new challenges and additional responsibilities whenever needed.

EDUCATION

Bachelor of Arts in English, Mills College Oakland, CA, May 2007

Coursework concentrations in expository writing and mass media communications.

EXPERIENCE

Editing and Development

- Read and evaluated manuscripts for the Assistant Editor at Steubing Press. Read and evaluated over 200 short fiction submissions by UW students, faculty, and staff for *Bricolage*, an undergraduate literary publication.
- Participated in weekly editorial meetings with Steubing Press. Was asked for feedback and opinion on manuscripts under consideration by the editing staff.
- Prepared presentations for Steubing Press on new manuscripts. Made recommendations to the editing staff.
- Hired for a one-quarter internship and invited to stay on for an additional quarter

A promotion or extension shows a candidates value

Proofreading and Copy Editing

- Checked facts and did research for guidebooks and regional publications.
- Proofread copy and supported the production staff.
- Served as a member of the final copy-editing team of the galleys for the 2001 issue of *Bricolage*.

Production and Design

- Participated in design meetings.
- Contributed to the day-to-day workings of production activities.
- Frequently solicited by design editor for opinion on graphics and layout.

Promotion, Marketing, and Customer Service

- Assisted in developing the autumn 2008 catalog.
- Served as a liaison with local and regional bookstores
- Assisted in coordinating the annual *Bricolage* reading at Barnes and Noble Bookstore.
- Represented Steubing Press at the 2008 Northwest Bookfest book fair in Seattle, Washington.

WORK HISTORY

Editorial Assistant, *Steubing Press*, Seattle, WA, July 2008 - present

Editorial Staff Member, *Bricolage*, Seattle, WA, September 2007 - June 2008

Waitress, *Cato's Restaurant*, Oakland, CA, March 2005 – May 2007

Shipping Clerk, *UW Surplus Property*, Oakland, CA, September 2004 - March 2005

COMPUTER SKILLS

Microsoft Office, Microsoft Windows Vista, Adobe PageMaker, Adobe Illustrator; some experience with Microsoft Access.

ACTIVITIES AND VOLUNTEER WORK

Mills College *Campanil* (student newspaper), Staff Writer, 2005-2007