

PROFESSIONAL PUBLISHING EXPERIENCE

Production Editor

(February 2022 – present)

University Press of Kansas, Lawrence, Kansas

- Manage the production process for approximately half of all new titles every season by maintaining schedules and overseeing copyediting, preparation of art, text design, typesetting, proofreading, indexing, and manufacturing
- Work directly with authors for each assigned project from completed manuscript to bound book (and e-book), as well as hire and supervise freelancers and vendors
- Edit text, art, jackets, and covers at all stages of production; collate corrections from authors, indexers, and the interns; and ensure all assigned projects meet press specifications and adhere to *The Chicago Manual of Style*
- Manage e-book conversions and schedules for all new titles as well as backlist titles, coordinating with the interns on file quality assurance
- Lead the press's internship program and coordinate intern onboarding processes

Production Assistant

(July 2019 – February 2022)

University Press of Kansas, Lawrence, Kansas

- Reviewed compositor proofs for all new titles at four different production stages: implemented author corrections, checked for errors, and ensured the books met press specifications and adhered to *The Chicago Manual of Style*
- Proofread jackets, covers, company blog posts, catalogs, blurbs, indexes, new material for revised/second edition books, shorter or more heavily illustrated books, and other texts as needed
- Managed e-book conversions: uploaded titles for conversion, created web PDFs, performed quality assurance for e-books, as well as trained interns to edit e-book conversions, to edit indexes, and to execute other production-related tasks
- Assigned ISBNs/EANs, applied for Cataloging in Publication records (CIP data) for all not-yet-published titles, and handled related correspondence with the Library of Congress

Editorial Assistant

(January 2019 – June 2019)

University Press of Kansas, Lawrence, Kansas

- Coordinated with and monitored readers for peer review of incoming manuscripts considered for publication
- Assisted acquisitions team with preparation of manuscripts and art, correspondence, filing, schedule management, proposal and manuscript review, and preparation for launch and editorial committee meetings

Customer Service Representative

(August 2018 – January 2019)

University Press of Kansas, Lawrence, Kansas

- Oversaw front desk, answered phone inquiries, assisted customers, and processed daily mail
- Facilitated orders: entered orders into online database, took phone orders, created purchase order acknowledgments, entered returns, created invoices, and sent order confirmations

EDUCATION

Doctor of Philosophy in Rhetoric and Composition

(August 2025 – present)

The University of Kansas,
Lawrence, Kansas

Master of Arts in Rhetoric and Composition

(August 2021 – December 2024)

The University of Kansas,
Lawrence, Kansas

Bachelor of Science in Strategic Communication and

Bachelor of Arts in English, with honors

(August 2016 – May 2019)

The University of Kansas,
Lawrence, Kansas

ADDITIONAL EXPERIENCE

Panelist

(June 2023)

Association of University Presses
Annual Conference

- Served as a speaker on a panel entitled "Production Editors: What Do You Do?"

Freelance Copy Editor

(2020 – present, seasonal)

Lawrence Kids

- Edit copy for a seasonal local magazine highlighting the best of family life in the Lawrence community
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Production Intern

(September 2017 – May 2018)

University Press of Kansas, Lawrence, Kansas

- Edited indexes and e-book conversions using *The Chicago Manual of Style* and assisted in other production-related tasks
 - Conducted digital archive maintenance and entered book specification information into press-wide database
 - Engaged with the coordination of schedules of multiple projects in production, reviewed with every internal department for an overview of tasks, and observed the cycle of a book from manuscript to publication
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