

## **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

### **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