

PROFESSIONAL SUMMARY

Bachelor of Fine Arts graduate and Master of Fine Arts candidate with a demonstrated history of excelling in project management, digital marketing, and high-volume customer service. Possessing a diverse set of skills in a variety of disciplines, including photography, linguistics, writing, marketing, customer service, design, and administrative tasks, I consider myself an adaptable learner, a creative problem solver, and most importantly, a strong team player.

EXPERIENCE

September 2022-Present

Managing Editor, Plork Press

- Manages submissions in Google Suite from receipt to decision
- Facilitates staff communication
- Develops and streamlining organizational systems and procedures
- Makes final editorial decisions in collaboration with editor-in-chief
- Prepares writing and artwork for print and online publication, including proofreading and color correction

November 2019-Present

Founder/Editor-in-Chief, Fifth Wheel Press

- Manages all day to day operations of the press, including but not limited to:
 - Manages timeline and communication for 8-12 solo and group publications annually
 - Develops and implements digital marketing and PR strategy for social media and other online channels
 - Oversees a staff of 3 editors
 - Manages all press finances
 - Makes final editorial decisions for all publications
 - Creates all visual materials for the press, including print publications, digital marketing deliverables, and other miscellaneous merchandise

August 2022- April 2023

Lead Designer, Mason Jar Press Publishing Practicum

- Worked with editorial team to select one manuscript from open call submissions for publication
- Determined visual identity for selected publication with author, including cover design and layout
- Prepared all marketing materials for selected publication

January-December 2022

Managing Editor, Welter Journal

- Managed submissions in Submittable from receipt to decision
- Facilitated staff communication over email and via Slack
- Developed and streamlined organizational systems and procedures
- Developed and executed public relations strategy
- Made final editorial decisions for both print and online outputs
- Prepared writing and artwork for print and online publication (including proofreading and color correction)
- Planned issue release parties

December 2019-January 2022

Creative Director, Storm Of Blue Press

- Made all media-related decisions in collaboration with editor-in-chief
- Designed promotional materials for social media channels
- Provided feedback and revisions for submitted poetry and prose
- Designed all chapbooks in InDesign to be published via IngramSpark
- Communicated with chapbook and zine collaborators

EDUCATION

May 2024

University of Baltimore

Master of Fine Arts in Creative Writing (Poetry) and Publishing Arts

GPA: 4.00

May 2018

Maryland Institute College of Art

Bachelor of Fine Arts in Photography with studio concentration in Book Arts

SKILLS

Adobe Creative Suite • Microsoft 365 • Copywriting • Copy editing • Digital marketing strategy • Content creation • Virtual event planning • Royalty free asset acquisition • Submission management • Publication design • Fluent French • Conversational Spanish • Editorial management