

LAURA CLARK

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781-799-8334 (cell)

Reading, MA

Freelance Publishing Professional

Project Manager • Copy Editor • Proofreader • Designer

EXPERIENCE

Freelancer • Self-Employed • Reading, MA • February 2019–Present

- Available for project management, copyediting, proofreading, and book design projects.
- Manage the editorial production of titles from manuscript to bound, printed book, working directly with editors, authors, compositors, and other freelance professionals.
- Copyedit manuscripts or other materials for clarity, accuracy, consistency, and overall style and coherence, using the Track Changes function in Word and querying as needed with an apt, professional tone.
- Proofread page proofs or other materials for correctness in content and formatting and for overall consistency.
- Oversee the conversion of print books to EPUB and PRC ebook formats, working with an overseas conversion house and performing proofreading and quality assurance at each stage of conversion.
- Recent projects from Hackett Publishing Company include *The Renaissance in Italy: A History*; *Thinking Through Questions: A Concise Invitation to Critical, Expansive, and Philosophical Inquiry*; Shakespeare's *Antony and Cleopatra*; and *On the Move! Spanish Grammar for Everyday Situations*.

Production Editor • Hackett Publishing Company • Cambridge, MA • April 2014–January 2019

- Managed the editorial production of up to twelve front list titles simultaneously (approximately twenty-four titles per year), ranging from philosophy readers to plays to complex foreign-language textbooks, taking projects from manuscript to bound, printed book, and often beyond, to ebook formats.
- Created book designs for front list titles, including the series design for *Passages: Key Moments in History*.
- Hired and oversaw freelance copy editors, proofreaders, and compositors.
- Coordinated the print manufacturing of short-run, cloth reprints with printing vendors.
- Proofread and copyedited materials, such as cover mechanicals and back-of book copy, as needed.

Assistant Production Editor • Bedford/St. Martin's • Boston, MA • June 2011–April 2014

- Oversaw the editorial production of print and digital ancillaries in a range of subjects, from World History to English Composition.
- Acted as project editor and compositor for approximately 150 media access cards per year, redesigned and reformatted cards as needed for different audiences and subjects, and spearheaded process to streamline production of access cards.

Instructor • University of Florida • Gainesville, FL • August 2008–April 2011

- Recognized with English Department Teaching Award for excellence in teaching.
- Taught undergraduate classes in Poetry Writing, Technical Writing, and Writing Academic Arguments.
- Led classes in discussions and workshops, created course materials, and graded students' assignments.

Marketing Assistant • Shambhala Publications • Boston, MA • May 2006–July 2008

- Managed advertising plans for new books and supported the department in administrative tasks.
- Designed promotional materials and assisted in direct-to-consumer marketing campaigns.

EDUCATION

Master of Fine Arts, Creative Writing (Poetry) • May 2011

University of Florida • Gainesville, FL

Bachelor of Arts, English, Magna Cum Laude • May 2006

Boston University • Boston, MA

SPECIAL SKILLS

Adobe Creative Suite (InDesign, Photoshop, Illustrator) • Microsoft Word (Track Changes), Excel, PowerPoint
Expert in *The Chicago Manual of Style* • Working knowledge of HTML • Strong working knowledge of French