

Mark D. Proof

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Objective

Intern in the publishing field with a focus on editing

Qualifications

- ◆ Design, edit, and publish a print, online, and newsletter format college literary and art magazine
- ◆ Knowledge of printing, graphic arts, photography, typesetting, marketing, layout, and small-press operation
- ◆ Participate in the complete publication cycle, including the mechanics of keyboarding, design, layout, and proofreading
- ◆ Solicit, review, and evaluate a variety of literary and artistic submissions for publication and professionally communicate decisions to accept or reject
- ◆ Recommend revisions or changes to scope, format, and content of materials
- ◆ Work collaboratively and communicate effectively with co-editors, contributors, graphic designers, and visual artists
- ◆ Design and produce a small chapbook, extending understanding of publishing process
- ◆ Generate imaginative and workable ideas and solve issues
- ◆ Organize and participate in public readings by contributing writers to market the magazine
- ◆ Conversant with InDesign, Photoshop, Publisher, and Word

Relevant Experience

Student Editor – “Alchemy” Literary Magazine, Portland Community College, Portland, OR (20XX – present)

Submissions Writer – “Linguistic Linguine” Blog, (20XX – present)

Work History

Barista – Starbucks, Seattle, WA (20XX – 20XX)

Retail Clerk – Nordstrom, Seattle, WA (20XX – 20XX)

Education

Associate of Arts Oregon Transfer degree (focus in Writing) – Portland Community College, Portland, OR - expected graduation 20XX

Relevant Courses: Advanced Creative Writing, Editing & Publishing I & II; Technical & Professional Writing; Introduction to Media Writing