

# RACHEL PAUL

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## OBJECTIVE

Publishing professional seeks to utilize and further enrich her skill set with creative opportunities

## QUALIFICATIONS

Accomplished editor, designer, and project manager in a collaborative, deadline-driven publishing environment

Experience balancing challenging tasks while producing high-quality work

Comfortable in both creative and technical roles; able to communicate fluently in both

## EXPERIENCE

### **Freelance Editor, Proofreader, Designer, and Indexer (2006–present)**

Copyediting, developmental editing, proofreading, writing, indexing, design, project management, and creative services for a wide variety of clients

### **Managing Editor, Scribe Inc. (2012–2016)**

Established, built, and fostered an editorial department collectively overseeing thousands of titles annually

Developed quality assurance and training program to mentor and encourage team

Performed design and editorial quality control and quality assurance on all outgoing titles

Scheduling and cross-departmental collaboration in all aspects of book production, print and electronic

### **Editor and Project Manager, Scribe Inc. (2008–2012)**

Editing, content development, and project management for a variety of academic, fiction, and nonfiction titles

### **Graphic Designer and Book Compositor, Scribe Inc. (2006–2008)**

Graphic design, page layout, logo and cover creation, and photo manipulation  
Working closely with printers to meet specifications and standards

### **Internship, Running Press / Perseus Book Group (2005–2006)**

Firsthand experience working closely with a major trade and educational-based publisher

## CREATIVE SKILLS

Art direction

Content creation

Graphic design and print production

Project management

Fact checking

Marketing

## TECHNICAL SKILLS

Manuscript development (Microsoft Office)

Editing/proofreading (AMA, AP, APA, CMS, MLA, SBL, and more)

Book design and page layout (InDesign/Quark)

Photo manipulation (Photoshop/Illustrator)

Website development (WordPress, HTML)

## OTHER ENDEAVORS

Award-winning published author and card game designer, 2012–present

Recovery relief volunteer, Southern Mutual Help Association (Hurricane Katrina), 2006–2008

## EDUCATION

Bachelor of Arts, English and Pre-MBA Studies  
Arcadia University, *Magna Cum Laude*, 2006

Cumulative GPA: 3.95

*Phi Kappa Phi* Honor Society Member

*References available upon request*