

RACHEL MARIE PAUL

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OBJECTIVE

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

QUALIFICATIONS

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

Specializes in balancing challenging tasks while producing high-quality books, journals, and multimedia content for publishers, authors, and creatives

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

EXPERIENCE

Creative professional, serving as an editor, proofreader, designer, project manager, fact-checker, and indexer (2005–present)

Specializing in copyediting, developmental editing, proofreading, writing, indexing, graphic design, project management, fact-checking, and creative services for a wide variety of clients

Worked with thousands of manuscripts over the course of several decades, contributing design, editorial, and creative services for both international publishers and independent presses/authors

Highly experienced in academic, trade, nonfiction, humanities, social sciences, programming, IT, and STEM publishing (science, technology, engineering, medicine/mathematics)

Experience working with clients who speak English as a second language (ESL)

Well-versed in creative fiction and nontraditional multimedia publishing

Published author and illustrator (2012–present)

Author and developer of inspirational content for eleven mass-market card-game-based publications, translated into five languages

Coauthor of two comedy card games, with an accompanying series of promotional tournaments

Author, illustrator, and graphic designer of three self-published, independently produced card games

Marketing specialist and “publicity guru” (2013–present)

Highly experienced in promoting print and multimedia publications via public relations, marketing, ad design, social media, website administration, live events, and trade shows

Experience as a content creator, promoter, and social media admin for a publisher with more than a million followers

Project manager, graphic designer, writer, and website admin for a series of promotional tours, game conventions, and live events (up to 9,000 attendees)

Assisted in the production of a live-stream web series during the 2020–2021 quarantines

Managing editor (2012–2016)

Fostered an editorial department for a downtown Philadelphia-based publisher services company collectively overseeing hundreds of books annually

Helped develop a quality assurance and training program to mentor and encourage the editorial and book design teams

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

Project manager and manuscript editor (2008–2012)

Provided in-house project management, editorial/design services, and content development for a variety of academic, trade, fiction, and nonfiction publishers

Served to bridge the gap between creative and technical roles in book production in the first wave of the digital publishing era, when e-books and smartphones were first invented

Graphic designer and book designer (2006–2008)

Graphic design, book design, typesetting, book jacket creation, and photo/graphics editing, working closely with printers to meet technical specifications

Logo, merchandise, and promotional design

Data and content conversion for major publishers in the early days of digital publishing

Internships in both trade and academic publishing (2005–2006)

General administration for a downtown Philadelphia trade publisher producing gift books, autobiographies, inspirational content, memoirs, science-based, and nonfiction titles

Data conversion, hyperlinking, database management, and more for academic, scholarly, and technical publishers in the first wave of the digital era

CREATIVE SKILLS

Art direction, author consultation, book design, catalog/magazine design, content creation, film production, graphic design, marketing, writing

TECHNICAL SKILLS

Book design and typesetting: InDesign, Quark, MathType/Equation Editor, some LaTeX

Editorial styles: AMA, AP, APA, Bluebook, Butcher's (Cambridge), CMOS, MLA, SBL, and more

Fact-checking: Books, articles, educational content

Indexing: Word, Acrobat

Manuscript development: Microsoft Office, Acrobat, InCopy, InDesign, Google Docs, various online-based platforms

Photo editing and graphics: Photoshop, Illustrator, InDesign, Acrobat

Print production: Preflight and printer specifications for books and periodicals, ad mats and full-color art, banners and signage

Programming experience: Regular Expressions, Word Macros, Microsoft Visual Basic, XML/HTML, project management for programming/IT publications

Project management: PMBOK, Agile, and Scrum enthusiast

Sales and marketing: IT for live events and trade shows; online with WordPress, WooCommerce, PayPal

Website development and administration: WordPress, HTML, WooCommerce (online sales), some knowledge of SEO and the mechanics of targeted social media marketing

SPECIAL ENDEAVORS

- Edited and consulted for authors in all seven continents, including Antarctica (2026)
- Established a homestead office and studio in the volcanic mountains of Hawai'i (2023)
- Film experience: production, promotion, graphics, set design, costuming, and scripting for a live-stream web series (2020–2021); appearances, set design, and costuming for three feature-length films (2008, 2018, 2021)
- Lectured about career opportunities in literature and the arts during “Career Week” at an inner-city Philadelphia middle school (2018)
- Spoke at the US National Mall and consulted for a Washington, DC, demonstration focused on freedom of expression in music (2017)
- Self-published an illustrated card game inducted into a museum collection in Bologna, Italy (2012)
- Wrote a series of essays about an alternative/inclusive “beauty pageant,” which received press coverage and inspired a documentary. Wrote and served as the stage manager for the show for about a decade (2013–2021).
- Contributed to the creation of an eXtensible Markup Language (XML) to facilitate data conversion in the era before smartphones (2007)
- Hurricane Katrina recovery volunteer, New Orleans, Louisiana (2005–2007)
- Avid traveler: four continents, fourteen countries, thirty-three US states (2003–present)
- Singer-songwriter with several unreleased albums and one self-published album on compact disc (2003–present)
- Multimedia fine artist; creator of more than a thousand paintings, works of art, and illustrations (1991–present)

EDUCATION

Bachelor of Arts, English, with a focus in Business Administration, Magna Cum Laude (2006)

Certified Practitioner of Reiki, an alternative/complementary medicine energy modality (2008)

Student of Vinyasa Flow Yoga and Yin Yoga (since 2008...and still just *practicing*...)



Visit www.LotusEditing.com for more from Rachel Marie. And remember...the pen is mightier than the sword!