
LINDSY RICE

A love of words could push a person toward any conceivable career, but when that passion is coupled with a creative, organized, and detail-driven individual, it makes an editor out of them.

Contact

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Expertise

Chicago Manual of Style
MLA Handbook
AP Stylebook
Copy editing
Proofreading
Print publications
Online publications
Ebooks
Research
Technical communication
Content development

Skills

Microsoft Office Suite
Adobe Acrobat
Adobe InDesign
Mac and PC proficient
Inkling Habitat
Basecamp
Certified Agile ScrumMaster
HTML

Experience

Editor

Apr. 2013 to present

ScrumMaster/Courses Production Manager

Apr. 2015 to present

Kalkomey Enterprises, LLC

Copy edit, proofread, and manage content for print and online publications, which include online courses, websites, ebooks, student manuals, and handbooks and other publications. Additionally complete quality assurance testing, writing, research, and management of an annual content approval process.

Coordinate the workload, impediments, and deadlines of the Courses and Publications team. Work with our internal stakeholders, including the Product Owner and business development team, and our clients to publish content and courses while exceeding the expectations of clients.

Publishing Intern

June 2015 to July 2015

Cuneiform Press

Contacted museums, galleries, and independent booksellers to sell recent poetry publications; researched grants and funding opportunities.

Publishing Intern

Jan. 2014 to May 2014

CentroVictoria

Performed acquisition research for CentroVictoria's literary magazine *Huizache*, including contacts at university libraries, English departments, and Chicano/a studies programs; public libraries; bookstores; and literary conferences and festivals.

Editorial Intern

May 2012 to Aug. 2012

Brown Books Publishing Group

Reviewed manuscript submissions, copy edited and proofread both fiction and nonfiction manuscripts, wrote back cover copy, proofread ebooks after conversion, and completed various research and organizational projects.

Education

University of Houston, Victoria

Aug. 2013 to Aug. 2015

Master of Science in Publishing

University of North Texas

Aug. 2009 to Dec. 2012

Bachelor of Arts in English—Technical Writing

Minor in Anthropology

Graduated summa cum laude; member of Honors College, Sigma Tau Delta