

# Mortimer Ungar

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## Summary of Skills

Experience with editorial, production, and rights components of publishing. Demonstrated adaptability to different creative and fast-paced work environments. Familiarity with Adobe InDesign, Quark Xpress, Microsoft Publisher, and ArborText; working knowledge of AP, APA, MLA, and Chicago styles.

## Education

**Goucher College**, Baltimore, MD, May 2009

*Bachelor of Arts*, English with concentration in Creative Writing

*Honors*: Global Citizen Scholarship (2008), Annie Swindell Davis Scholarship (2008), Kratz Center for Creative Writing Fellowship (2008, 2009)

*Senior Thesis*: “Literacy Partners: Read A Story, Write A Story at Dallas Nicholas Elementary”

**University of Siena**, Siena, Italy, Spring 2008; study abroad, homestay

## Publishing Experience

**The Goucher Review**, Goucher College, Baltimore, MD

*Editor in Chief*, August 2007-present; *Executive Editor*, August 2006-May 2007; *Copy Editor*, September 2005-May 2006

- Supervised seven staff members and up to fifteen freelance contributors per issue to student quarterly magazine seeking exemplary nonfiction writing.
- Conceptualized and assigned articles and art ideas; accepted and rejected pitches and art.
- Copy edit seven to nine articles for each issue and consolidate corrections from five other editors.
- Wrote Editor’s Note for every issue and managed the annual \$8,000 budget.

**Verge**, Goucher College, Baltimore, MD

*Senior Editor*, March 2006-present

- Serve as one of six student editors for online undergraduate journal of exceptional academic writing.
- Write reviews of papers considered for publication and vote in executive board-style forum on acceptance and copy edit selected papers.

**Grow Network: McGraw-Hill**, New York City, NY

*XML Content Production Assistant*, June 2008-August 2008

- Transferred manuscript contents from Microsoft Word to XML format in Arbortext.
- Entered editorial and content changes and copy-fitted pages.
- Checked other editors’ work to ensure layouts in final production stage conformed to style guide.
- Trained other assistants on file troubleshooting and copy-fitting issues.

**Brooks Publishing**, Baltimore, MD

*Production Intern*, June 2007-December 2007

- Proofread and copy edited proofs for an independent publisher of books on literacy, education, health, and disabilities. Marked and corrected grammatical and factual inaccuracies, inconsistencies with house style, and layout and printing errors.
- Applied for and managed requests for permission to adapt or reprint over one hundred tables and figures.

## Additional Work and Writing Experience

**Goucher College Writing Center**, Goucher College, Baltimore, MD

*Writing Tutor*, September 2006-present

- Suggest and discuss improvements regarding content, organization and style to student writing.
- Work with professor to create and implement strategy to work with class of struggling writers; serve as primary tutor for class and communicate with professor to discuss individual students’ difficulties and improvements.

**Read A Story, Write A Story**, Dallas Nicholas Elementary School, Baltimore, MD

*Participant*, September 2008-December 2008

- Observed practices at afterschool literacy program for senior thesis.
- Served as substitute partner, assisting fifth graders with reading and writing activities.
- Applied for and secured \$850 grant to expand library resources.