

ANDIE SMILEY

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Education

Smith College

Northampton, MA · May 2022

B.A. in English Language and Literature

- 3.83 GPA
- Studied abroad in London, UK
- Talbot House President
SC House Presidents Association, 2020-2021
- Chief Head of New Students
SC Heads of New Students, 2019-2020

Skills

- Adobe InDesign
- Adobe Photoshop
- Microsoft Word
- Copy editing/proofreading
- Substantive Editing

Interests

- Bookbinding
- Reading
- Whitewater kayaking
- Jazz trombone
- Guitar

Summary

Recent graduate with experience in copy editing, substantive editing, proofreading, and direct client communication. Proficient in Chicago / AP Style.

Awarded the Smith College 2022 Gertrude Posner Spencer Prize for excellence in written fiction and an Honorable Mention in the Globe Soup 7 Day Writing Challenge: An Unlikely Friendship.

Relevant Experience

Publishing Intern, Future House Publishing

Aug. 2021 - Dec. 2021

- Point person for querying authors, responsible for managing acquisitions email and relaying any communication from Future House
- Reviewed 40+ submissions monthly for quality and compatibility with Future House / wrote pitches to accept or reject
- Helped rewrite acquisitions process and guidelines to make department more efficient and respond to all submissions in 90 days or fewer

Editorial Intern, Dreaming Big Publications

May 2020 - July 2021

- Wrote/edited biweekly blog articles
- Reviewed submissions for publication and wrote proposals to accept or reject
- Edited 50k-125k word manuscripts with a 14 day turnaround

ENG 275 Teaching Assistant, Smith College

Sep. 2020 - Dec. 2020

- Assisted in running / troubleshooting Zoom meetings
- Guided / facilitated small group discussions
- Tracked attendance, participation, group work progress, and other organizational elements of the course

Subject Analysis Intern, Smith College Special Collections

Jun. 2020 - Aug. 2020

- Reviewed metadata of 606 collections, including reading finding aids, box listings, and existing subject headings
- Supplemented existing metadata with applicable terms from existing subject headings / developed new subject headings for uncategorized media
- Attended weekly staff meetings and monthly ArchivesSpace working group meetings to discuss project