

AMELIA TURKETTE

www.ameliaturkette.com



SKILLS

PUBLISHING & EDITORIAL

I am a highly collaborative editor with an appreciation for diverse voices. My relaxed yet detail-oriented editorial style allows me to cultivate a work atmosphere where authorial creativity can thrive.

COMMUNICATIONS & ADMINISTRATION

My administrative skills have served me well in academia where I have been recognized for my positive efficiency and organization.

EVENTS & OUTREACH

Working at an academic, non-profit institution has honed my ability to identify the needs of an audience and prepare for events with effective messaging and superior customer service.

PRACTICAL SKILLS

Adobe Creative Suite
Freelance writing
Basic HTML/CSS
Chicago Manual of Style

ACADEMIC ATTAINMENT

Michigan State University

BACHELOR OF ARTS
IN PROFESSIONAL WRITING, 2020
4.0 Grade Point Average

Northwestern Michigan College

ASSOCIATE IN SCIENCE & ARTS, 2011

INTERESTS

YA and general fiction
Illustrations
Antiquarian books
German language

EDITORIAL EXPERIENCE

MSU Libraries Short Edition Volunteer Editor

MICHIGAN STATE UNIVERSITY, JAN 2020 TO PRESENT

- Review acquisitions for possible publication
- Collaborate with editorial team on style guides and story submissions

ing Magazine Writer & Editor

MICHIGAN STATE UNIVERSITY | M3 MEDIA GROUP, AUG 2018 TO MAY 2019

- Developed magazine and blog content for East Lansing residents
- Wrote local interest articles for magazine
- Copyedited magazine articles and reviewed proofs prior to publication

Publishing Assistant

PARTNERS PUBLISHERS GROUP | PARTNERS BOOK DISTRIBUTING
THUNDER BAY PRESS, SEP 2011 TO OCT 2015

- Copyedited Thunder Bay Press titles and assisted with eBook production
- Assisted with monthly catalog layout and title descriptions
- Compiled marketing material for VP sales meetings in New York
- Organized regional book signings for local authors
- Reviewed acquisitions and documented submission materials
- Processed marketing and distribution contracts for PPG publishers

NMC Magazine Literary Editor

NORTHWESTERN MICHIGAN COLLEGE, JAN 2010 TO MAY 2011

- Solicited submissions for publication
- Organized and proofread literary submissions
- Designated writing and editorial tasks to magazine staff

ADMINISTRATION EXPERIENCE

Administrative Coordinator

MICHIGAN STATE UNIVERSITY OFFICE OF INDIVIDUAL GIVING,
NOV 2018 TO PRESENT

- Edit and design internal documents
- Produce communication documents for special constituency programs
- Provide administrative support to five fundraising officers
- Assist with Advance-U internship program facilitation and development
- Manage Outlook calendars, travel reimbursements, and accounting
- Facilitate fundraising event planning and registration

Event Registrar

MICHIGAN STATE UNIVERSITY ALUMNI & DONOR RELATIONS,
OCT 2015 TO OCT 2018

- Provided office and accounting assistance to unit
- Managed customer service and supervised registrations at events