

# 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.

### MARKETING & OUTREACH

Membership on several University Advancement branding committees has honed my ability to identify organizational goals and target audiences to develop effective content and marketing materials.

### PRACTICAL SKILLS

Adobe Creative Suite  
Freelance writing  
Basic HTML/CSS  
Chicago Manual of Style  
Zoom/REMO Virtual Events

### 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 AUGUST 2020

- 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
- Design communication documents for special constituency programs
- Produce internal and external events via Zoom and REMO
- Provide administrative support to five fundraising officers
- Manage Outlook calendars, travel reimbursements, and accounting
- Voice animated character in Ascend training videos for University Advancement

### 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