

Faith Matson

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SUMMARY

Organized and detail-oriented editor and writer with experience in traditional small press publishing, as well as writing and editing news and feature articles for newspapers and magazines. Excels in fast-paced and deadline-driven environments, and possesses strong interpersonal and communication skills. Known for adaptability, impressive work ethic, and ability to learn quickly.

PROFESSIONAL EXPERIENCE

Senior Editor and Publicist Oceanview Publishing

Oct 2021 - Present

Oversees editorial process from start to finish, bringing dozens of titles to market in the mystery and thriller genres. Promoted twice, with first promotion coming only months after being hired. Job responsibilities include, but are not limited to:

- Creating, maintaining, and adhering to strict editorial schedule
- Providing multiple rounds of editing for each title, including line editing, copyediting, and proofreading
- Writing jacket copy, and selecting keywords and comp titles for each new title
- Creating advertisements and other promotional graphics in Adobe InDesign and Photoshop
- Liaising with graphic designers, typesetters, sales reps, agents, authors, and more
- Scheduling and preparing agendas for marketing and editorial meetings
- Assembling and sending monthly New Title e-newsletters
- Inputting and managing title metadata to filter out to retailer websites
- Submitting titles for review and award consideration by appropriate deadlines
- Preparing and delivering frontlist title presentations for distribution sales team

Freelance Writer

Jun 2020 - Jan 2022

Pitched, researched, wrote, and edited articles for a number of publications including the *Tallahassee Democrat*, the *FSView & Florida Flambeau*, *Strike Magazine*, *YR Media*, and more. Genres varied and included both short and long-form news and feature articles, listicles, profiles, op-eds, and blogs.

SKILLS

Writing	Microsoft Word, Excel, and Outlook	Attention to detail	Metadata management
Copyediting	Adobe InDesign, Acrobat, and	Organization	HTML text formatting
Proofreading	Photoshop	Time management	Social media usage and trends
Researching	WordPress	Hybrid and remote work	Search engine optimization
Networking	Communication and teamwork	Multitasking	Spanish language (intermediate)

EDUCATION

Bachelor of Arts in English: Editing, Writing, and Media

Florida State University
2019-2021

- Graduated summa cum laude
- Member of Sigma Tau Delta English Honors Society and Garnet and Gold Scholars Society

HOBBIES AND INTERESTS

- Cooking (and eating!)
- Entertaining and hosting
- Music, theater, and the performing arts
- Travel
- Reading
- Gardening
- Puzzles and games