

James E. Antley

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EDUCATION

University of North Carolina at Charlotte

B.A., Sociology (Concentration in Sociological Social Psychology); Film Studies Minor December 2013

WORK EXPERIENCE

Technica Editorial

Carrboro, NC

Editorial Assistant

11/2018 – 10/2019

Associate Editor

10/2019 – 12/2020

Senior Editor

12/2020 – Present

- Works with a Marketing Management team to create engaging social media content related to local and international publishing conferences
- Manages social media clients (Twitter, LinkedIn) for minimal SEO tracking with Google Analytics
- Manages the editorial offices for six Associate Editors of journals published by American Chemical Society. This includes managing the peer review process of manuscripts from submission to final decision, working with authors to prepare and edit manuscripts for publication, drafting emails for Editors, and utilizing Excel spreadsheets to communicate complex information daily
- Copyedits and proofreads manuscripts and magazine articles for clients such as Thomson Reuters and Porsche Magazine
- Processes scholarly book chapters for American Chemical Society and facilitates peer review until final acceptance
- Works under tight deadlines to copyedit and proofread special contracted assignments on an as-needed basis

J&J Editorial

Cary, NC

Editorial Assistant

02/2015 – 12/2017

- Proofread and edited the content of scientific journals in accordance with specific guidelines in preparation for publication
- Provided support to authors through Salesforce queries on assigned projects
- Analyzed publication requirements and ensures that each request is met by a given deadline
- Worked to understand authors' writing processes through technical editing forums
- Created ePub files for Soundview book summaries
- Edited in-house audio summary files to be sold by Soundview for book summaries

L&E Research

Charlotte/Raleigh, NC

Client Services Representative

11/2013 – 02/2015

- Provided research grids to various clients to use in research projects
- Assisted researchers with daily activities and needs
- Maintained customer satisfaction by answering phone calls for the office and providing assistance when able
- Generated daily reports on the day's activities for project managers

AFFILIATIONS

The People's Channel

(10/2017-04/2018)

- Videography: Works independently on producing short documentary projects for the public access TV station
- Volunteerism: Works closely with the owners on video shoots and working in-house for non-profit causes

Lambda Chi Alpha Fraternity

- *Leadership*: High Gamma (Secretary)
- *Service*: North American Food Drive philanthropy, Quail Hollow Golf Tournament fundraiser, Bobcats Stadium fundraiser
- *Volunteerism*: stream clean-ups, Ronald McDonald House visits, construction projects

SKILLS

Adobe Creative Suite; InDesign, Photoshop, Premiere - **Sigil** - **Microsoft Office Suite** - **Salesforce**