

## MISHA DYER

647-471-7227 dyermisha@gmail.com

9560 Markham Rd, Apt 801,

Markham, ON L6E 0T9

## Experience

- Microsoft Office, including Word, Excel and Outlook
- Communicating with clients
- HTML/XHTML and eBook production
- Project management
- Managing databases and both submitting and receiving regular ONIX feeds.
- Amazon Vendor Central and data management through them.

## WORK EXPERIENCE

**FIREFLY BOOKS** - Metadata Administrator – US Distributed Lines Apr. 2023 to Present

- Responsible for managing a database of over 80,000 active titles.
- Maintain and update the prices of all titles in the database.
- Onboard new publishers when we bring them on, assisting them with their ONIX needs.

**WATTPAD BOOKS** – Freelance eBook converter 2022 to Present

- Convert Wattpad books to ePub3 as freelance work.

**THOMAS ALLEN & SON** - Metadata Administrator and Customer Service Dec. 2018 to Mar. 2023

- Was responsible for managing a database of over 190,000 active titles.
- Maintained and updated the prices of all titles in the database.
- Onboarded new publishers when we brought them on, assisting with their ONIX needs.
- Assisted in customer service-related tasks.
- Handled all incoming shipments from publishers, and drew up receipts for the warehouse.
- Handled daily EDI.

**UNIVERSITY OF TORONTO PRESS** - XML Workflow Specialist July 2016 to July 2018

- Was responsible for processing book and journal article manuscripts for copyediting.
- Created XML for typesetting book and journal article manuscripts.
- Created eBook files from XML book and journal article manuscripts.
- QAed and validated eBook files and correct validation errors.

**PENGUIN RANDOM HOUSE CANADA** - Production Intern Jan. 2016 to Apr. 2016

- Distributed new titles internally and managed Excel distribution grid.
- Proofread soft-proofs and advance copies of titles.
- Made changes to titles in production using InDesign.

**HARPERCOLLINS** - Digital Marketing and Sales Intern Sept. 2015 to Dec. 2015

- Researched the digital publishing market and compiled the data in Microsoft Excel grids for analytics.
- Gave daily and weekly reports on the digital market using email as well as Powerpoint presentations.
- Audited the online vendors to ensure that the data on the vendors' sites matched that of HarperCollins.

BCM LANGUAGE INSTITUTE - ESL Teacher

2013 & 2014

- Taught children from ages eight to sixteen. I taught my own classes.
- Prepared material for these classes, administered and marked tests, and helped prepare and run school events.
- In this position I developed my presentation skills, as well as my eye for detail and my grammar skills.

## EDUCATION

RYERSON UNIVERSITY

2015-2018

Certificate in Publishing

- Publishing Overview: Trade
- Publishing Overview: Education
- Visual Skills for Publishing
- Copy Editing: Books/Journals/Reports
- Production: Books/Journals/Reports
- Publicity for Book Publishers
- Digital Publishing and Production

UNIVERSITY OF TORONTO MISSISSAUGA

2007-2012

Major in Classical History, Major in English

- John Pounder Award
- Dean's Honour Role 2009-2010
- Dean's Honour Role 2010-2011

INTERNATIONAL HOUSE SOL GROUP OF SCHOOLS

2012

Teaching English as a Second Language (TESL Program)

## REFERENCES

Available Upon Request