

Vennesa
Weedmark

416.625.1646

v.weedmark@gmail.com

Employment History

Editorial Assistant: Heritage Project

April 2017 – Present, University of Toronto Press

- ◇ Perform quality control to ensure back-list titles are transformed into uPDF, ePUB, and POD
- ◇ Follow digital publishing best practices
- ◇ Content edit generated back-copy and marketing materials
- ◇ Use HTML and CSS to edit and repair .epub files; use Powershell to organize and mass-edit files
- ◇ Communicate regularly with suppliers and partners to ensure QC is completed and applied

Director & Editor

April 2016 – December 2018, Observatory Media

- ◇ Coordinate and publish monthly digital magazine editions consisting of 6 articles
- ◇ Ensure SEO optimization; create and publish social media content
- ◇ Maintain active and professional relationship with affiliate organizations, contributors, and interested parties
- ◇ Write copy and perform substantive editing

Researcher/Writer

Sept 2015 – April 2017, Intercultural Dialogue Institute

- ◇ Designed and produced the IDI Yearbook 2015–2016 using Adobe InDesign, Illustrator, and Photoshop
- ◇ Performed event registration and set-up, and sales for IDI and associated organizations' events
- ◇ Recorded and reported on IDI events

Editorial Intern

June – Sept 2016, Grey House Publishing Canada

- ◇ Communicated with businesses in various sectors to confirm details of location and products
- ◇ Generated copy and researched businesses for inclusion in almanacs and reference titles

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Employment History

Editorial Intern

June – Sept 2016, Grey House Publishing Canada

- ◇ Communicated with businesses in various sectors to confirm details of location and products
- ◇ Generated copy and researched businesses for inclusion in almanacs and reference titles
- ◇ Translated and proofread marketing content (English–French)
- ◇ Participated in editorial team meetings to determine the direction and coordinate projects

Editorial Intern

Sept – Dec 2015, Canadian Scholars' Press, Inc.

- ◇ Copy edited manuscript in development (English and French)
- ◇ Created Social Media marketing template to direct Women's Press SM strategy
- ◇ Research permissions and submitted legal deposit to Library and Archives Canada
- ◇ Produced excel spreadsheet detailing market research on courses, relevant contracts, and competing titles
- ◇ Designed marking materials using Adobe Photoshop and Illustrator

Education

- ◇ Publishing Certificate – Ryerson University, Toronto
- ◇ MA African Studies – School of Oriental and African Studies, University of London, UK
- ◇ BA – International Studies/Economics, Glendon College, York University

