

# Conor Timothy O'Brien

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## Work Experience

**Archipelago Books ● Brooklyn, NY ● Freelance Copyeditor and Proofreader: January 2020–present**

- Copyedit manuscripts, draft queries, and formulate style sheets
- Read page proofs for composition errors and layout infelicities
  - Projects:
    - *Kin* by Miljenko Jergović
    - *Milongas* by Edgardo Cozarinsky
    - *Everything Like Before* by Kjell Askildsen

**W. W. Norton & Company ● New York, NY ● Editorial Intern: September 2019–December 2019**

**Houghton Mifflin Harcourt ● New York, NY ● Editorial Intern: March 2019–July 2019**

- Support the editors of the adult trade team; attend editorial meetings
- Log, read, and evaluate manuscripts and proposals
- Write reader's reports and draft rejections
- Proofread manuscripts and help prepare for transmittal
- Compose flap copy, catalog copy, and letters for blurbers
- Submit permissions requests and update permissions log
- Submit titles for awards, create invoices for payment, and order books from the warehouse
- Send contractual copies to authors and agents, and fulfill promotional and publicity mailings

**Musée Magazine ● New York, NY ● Head Writing and Editorial Intern: January 2015–January 2016**

- Write features and create original content for the magazine and website
- Craft press releases and promotional material
- Manage deadlines for written content through Microsoft Excel
- Initiate and maintain correspondences with artists, galleries, museums, and agencies.
- Prepare interview questions; transcribe and edit interviews
- Proofread and edit all written content

## Education

**Bennington College Writing Seminars ● June 2016–January 2019**

Degree: Master of Fine Arts in Writing and Literature

**New York University ● September 2009–May 2013**

Degree: Bachelor of Arts in English Literature, Creative Writing Minor

Awards: Founders Day Scholar Award

## Skills

- Writing, editing, transcription, and research
- Familiarity with *The Chicago Manual of Style*
- Proficiency with Microsoft Office Suite, Adobe Acrobat, and Wordpress
- Email and phone

correspondence