

# EMILY HARRIS

## EDITOR, PROGRAM COORDINATOR

### OBJECTIVE

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Experienced technical editor, proofreader, and project manager with over 4 years of experience working with academic publications at all stages.

### CONTACT

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📞 512.232.9320

✉ emily.n.harris@gmail.com

### SKILLS

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- Chicago and AP stylebooks
- AJA and USGS style guides
- Technical editing and writing
- Copyright and permissions
- Adobe CC, Microsoft Suite
- HTML, CSS, and web design
- Wordpress and Drupal

### EDUCATION

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#### UNIVERSITY OF TEXAS, AUSTIN

##### **Bachelor of Arts**

2012 - 2016

- English, Rhetoric and Writing

##### **Journal Experience**

*Undergraduate Research Journal*

- Humanities editor, 2013 - 2014

*Hothouse Literary Journal*

- Poetry editor, 2013 - 2014

### WORK EXPERIENCE

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#### BUREAU OF ECONOMIC GEOLOGY

##### **Publications Editor**

JAN 2020 - PRESENT

- Editing complex technical publications and marketing and outreach materials.
- Coordinating productions with scientists, illustrators, and design staff.
- Managing internet and intranet sites.

#### INSTITUTE OF CLASSICAL ARCHAEOLOGY

##### **Managing Editor, Program Coordinator**

FEB 2019 - PRESENT

- Managing editor of the *Chora of Metaponto* 8 (BAR, in press).
- Conducting digital preservation efforts of archaeological and publication archives.

##### **Senior Editor**

JUL 2018 - FEB 2019

- Editor of a 57,000-word contribution to the *Oxford History of the Ancient Greek World*.
- Created an institutional archive for ICA research publications.

##### **Editorial Assistant**

OCT 2015 - JUL 2018

- Editor and production assistant for the *Chora of Metaponto* 7 (UT Press, 2018, 3 volumes).
- Production assistant for the *Chora of Metaponto* 6 (UT Press, 2016, 1 volume).
- Created style guide and production templates for the publication series.