

Julia Warren | <https://juliapwarren.github.io/jwportfolio.html>

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Experience

PRODUCTION CLIENT MANAGER | J&J EDITORIAL, LLC | JANUARY 2016-PRESENT

- Oct 2018-present: Manages team of 10 production assistants and production editors; main client contact for large open-access journal with monthly invoices exceeding 1,000 billable hours. Notable achievements include overseeing a year without any project staffing turnover, eliminating redundancies in workflows, and introducing new quality assurance processes.
- **Senior production editor** (Mar 2018-Oct 2018): Assisted client manager in running entire project comprised of 12 production assistants; trained all new team members; in charge of back-end quality assurance and team member performance tracking
- **Production editor** (Nov 2017-Mar 2018): Production assistant duties, plus coordinated a team of five people to ensure assigned work is covered; handled coverage situations; provided input on workflows and manuscript checks.
- **Production assistant** (Jan 2016-Nov 2017): Evaluated scientific manuscripts against a publication formatting checklist and corresponded with authors regarding pending requirements for a high-volume journal.

MEDICAL COMMUNICATION SPECIALIST | PPD, INC | MAY 2015-DECEMBER 2015

- Communicated product and technical information to patients. Effectively and concisely documented each interaction with patients.

SOCIAL MEDIA MARKETING INTERN | 3 BIRDS MARKETING, LLC | OCT 2014-MARCH 2015

- Drafted social media posts for input into stock of posts for clients and audited old stock of posts.

Education

MASTER OF ARTS | ENROLLED | EAST CAROLINA UNIVERSITY

- English | Concentration: Technical and Professional Communication
- Expected graduation: December 2019

BACHELOR OF ARTS | 2015 | UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL

- Major: Sociology | Minor: Chemistry

Skills & Abilities

COMMUNICATION

- Drafted boilerplate text for use in communicating technical formatting requirements.
- Experience with written communication with individuals with English as second language.

TECHNICAL

- Microsoft Office
- Google Drive
- Editorial Manager
- CAPS publishing system
- LaTeX software