

# Julia Warren

Portfolio: <https://juliapwarren.github.io/ecutpccap.html>

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## Experience

### PEER REVIEW COORDINATOR, *EHP* | KELLY GOVERNMENT | AUGUST 2020-PRESENT

- Contractor for *Environmental Health Perspectives*, which is published by the National Institute of Environmental Health Sciences. Handles general journal correspondence from contributors (editors, reviewers, authors), administers the manuscript tracking system, coordinates manuscript submission and review processes, and prepares reports for regular editorial meetings

### PRODUCTION CLIENT MANAGER | J&J EDITORIAL, LLC | JANUARY 2016-JULY 2020

- Oct 2018-Jul 2020: Managed team of 10 production assistants and editors; served as 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 journal requirements.

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

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

## Education

### MASTER OF ARTS | 2019 | EAST CAROLINA UNIVERSITY

- English | Concentration: Technical and Professional Communication

### GRADUATE CERTIFICATE | 2018 | EAST CAROLINA UNIVERSITY

- Professional Communication

### 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.
- Drafted organization-based mass correspondence and training materials

### TECHNICAL

- Editorial Manager
- CAPS publishing system
- LaTeX software
- JIRA
- Light to medium copy-editing and proofreading