

# Julia Warren

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## Education

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

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

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

- Major: Sociology | Minor: Chemistry

## Experience

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

- Oct 2018-present
- **Senior Production Editor** (Mar 2018-Oct 2018): Assists client manager in running entire project comprised of 12 production assistants; trains all new team members; participates in client-side optimization and drafting of workflows; in charge of back-end quality assurance and team member performance tracking
- **Production editor** (Nov 2017-Mar 2018): Production assistant duties, plus coordinates a team of five people to ensure assigned work is covered; handles coverage situations; provides input on workflows and manuscript checks.
- **Production assistant** (Jan 2016-Nov 2017): Evaluates scientific manuscripts against a publication formatting checklist and corresponds with authors regarding requirements and disclosure information 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 MARKET | OCT 2014-MARCH 2015

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

## Skills & Abilities

### COMMUNICATION

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

### TECHNICAL

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