Julia Warren

https://juliapwarren.github.io/ecutpccap.html

606 Buxton St, Durham NC, 27713 | 910-471-4341 | juliapwarren@gmail.com

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 | 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.

TECHNICAL

· Editorial Manager

· CAPS publishing system

· LaTeX software