

# **ROSANNA APONTE**

**347-351-1461**

**[rosannro@gmail.com](mailto:rosannro@gmail.com)**

## ***LIBRARY EXPERIENCE***

### **OBERLIN REGIONAL PUBLIC LIBRARY**

**Temporary Library Assistant**

**Holleman Intern**

**Raleigh, NC**

**January 2024 to present**

**January 2023 to January 2024**

#### *Circulation Desk Duties:*

- Perform library circulation functions, utilizing Horizon integrated library system
- Create and update library member accounts
- Reserve interlibrary loan requests
- Utilize library's internal catalog and WorldCat to assist patrons with book searches
- Work with volunteers to pull lists for runs and expired holds
- Examine returned books for damage and place in transit to library administration

#### *Reference Desk Duties:*

- Provide reference and research services to library's patrons while on desk duty or on the phone
- Recommend books and promote library's Readers' Advisory service

#### *Collection Duties:*

- Create book displays to ensure library is offering collections supportive of its diversity, equity, and inclusion mission
- Weed excess duplicates from collections
- Assist patrons searching for books in stacks

#### *Technology Duties:*

- Assist patrons using library's public computers, printers, copiers, and self-checkout kiosks

#### *Programming:*

- Assist librarians with their programs and events
- Planned and hosted a craft program, targeted toward library's adult patron base
- Moderated book discussion groups

### **DUKE UNIVERSITY, LILLY LIBRARY**

**Practicum Student**

**Durham, NC**

**January 2024 to May 2024**

- Performed reference desk duties
- Answered patrons' reference, research, and collections questions
- Performed circulation desk duties, including interlibrary loan transactions and checking in and out reserves, books, and circulating tech
- Assisted patrons in use of scanners and printers
- Shelled books and maintained order in stacks
- Assisted librarians in selecting book recommendations for students
- Performed a large-scale collections duties' project involving transferring current literature collection to main library and off-site storage, and developed criteria to determine which titles to withdraw completely
- Observed and participated in instructional and research guidance sessions between subject librarians and first-year students in the humanities and social sciences disciplines
- Assisted library staff with operational procedures ahead of library's closure for renovations
- Created blog, website, and social media content to inform students and faculty of library's services and

programs, as well as information on library's closure and renovations

### ***OTHER PROFESSIONAL EXPERIENCE***

#### **KENSINGTON PUBLISHING**

**New York, NY**

##### **Freelance Proofreader**

**2019 to 2023**

- Proofread manuscripts for nonfiction and fiction books

#### **HARPERCOLLINS PUBLISHERS**

**New York, NY**

##### **Senior Copy Manager**

**2014 to 2019**

- Wrote and edited book jacket copy, catalog copy, and online retailer descriptive copy
- Trained junior staff in publishing catalog database systems
- Managed copy department
- Collaborated with various departments, including editorial, art, production, and marketing
- Collaborated with vendors
- Interacted with authors
- Trained and supervised junior staff

#### **HARPERCOLLINS PUBLISHERS**

**New York, NY**

##### **Temporary Copywriter**

**2012 to 2013**

- Wrote and edited book jacket and catalog copy for trade paperback and mass market books
- Interacted with internal and external stakeholders
- Supervised freelance copywriters
- Managed copy schedule and ensured deadlines were met
- Performed administrative duties

#### **KENSINGTON PUBLISHING**

**New York, NY**

##### **Senior Marketing Manager**

**2010 to 2012**

- Created marketing campaigns for fiction and nonfiction books
- Researched marketing opportunities
- Negotiated and reserved print and online advertisements, as well as various other media buys
- Wrote and edited marketing, sales, and social media copy
- Ensured department stayed within budget
- Prepared insertion orders and processed invoices
- Attended strategy meetings and sales conference
- Trained and supervised junior staff

#### **KENSINGTON PUBLISHING PENGUIN GROUP**

**New York, NY**

**New York, NY**

**RANDOM HOUSE  
SIMON & SCHUSTER  
ST. MARTIN'S PRESS**

**New York, NY  
New York, NY  
New York, NY**

**Freelance Copywriter & Proofreader**

**2008 to 2010**

- Wrote and edited book jacket copy
- Wrote, edited, and proofread catalog copy

**KENSINGTON PUBLISHING**

**New York, NY**

**Copy Director**

**2006 to 2008**

- Managed copy department
- Supervised copywriters
- Ensured department stayed within budget
- Wrote and edited book jacket copy
- Assisted in developing visual concepts for book covers
- Maintained schedules and deadlines
- Hired and managed internal staff and freelance copywriters
- Interacted with publishers, editors, designers, publicity, sales, and marketing personnel

**ST. MARTIN'S PRESS**

**New York, NY**

**Copy Director**

**2000 to 2006**

- Wrote and edited book jacket copy, catalog copy, and marketing collateral
- Developed book titles
- Strategized plans for marketing campaigns
- Hired and managed internal staff and freelance copywriters

**KENSINGTON PUBLISHING**

**New York, NY**

**Senior Copywriter**

**1997 to 2000**

- Managed department for two months during supervisor's medical leave
- Wrote and edited book jacket copy
- Interacted with editorial, art, production, and sales departments
- Interacted with freelance copywriters

**PENGUIN GROUP, USA**

**New York, NY**

**Copywriter**

**1992 to 1997**

- Wrote and edited book jacket and ad copy
- Trafficked copy through all various channels
- Attended launch, art, editorial, sales, and marketing meetings
- Interacted with editors and designers
- Interacted with freelancers
- Processed invoices

***PUBLICATIONS***

**KENSINGTON PUBLISHING**

**New York, NY**

- Authored five novels under the name Rosanna Chiofalo:
  - *Bella Fortuna* **2012**
  - *Carissima* **2013**
  - *Stella Mia* **2014**
  - *Rosalia's Bittersweet Pastry Shop* **2016**
  - *The Sunflower Girl* **2018**

### ***SKILLS***

- Horizon, FOLIO, and Aleph integrated library systems
- WordPress CMS
- Microsoft Windows and macOS
- Google Suite
- Title Management and Edelweiss publishing database systems

### ***LANGUAGES***

- Italian (fluent)
- Spanish (basic comprehension)

### ***PROFESSIONAL ASSOCIATION MEMBERSHIPS***

- American Library Association

### ***AWARDS***

#### **UNIVERSITY OF MISSOURI**

**Columbia, MO**

- Recipient of the Carroll Information Science Scholarship

**Fall 2023-Spring 2024**

### ***VOLUNTEER EXPERIENCE***

#### **SPONSORS FOR EDUCATIONAL OPPORTUNITY**

**New York, NY**

#### **Volunteer**

**1998**

- Assisted secondary school students from inner-city neighborhoods with their admissions essays for entry to competitive universities

### ***EDUCATION***

#### **UNIVERSITY OF MISSOURI**

- Master of Library and Information Science

**August 2024**

#### **STONY BROOK UNIVERSITY**

- Bachelor's degree in English

**May 1992**