

# ERICA HARTNETT

781.656.5484 • contact@ericahartnett.com

ericahartnett.com

Revere, MA 02151

## WORK EXPERIENCE

---

### Thomson Reuters (Boston, MA)

#### Development Editor, *Aspatore Books*

April 2012–present

- Maintain all previous responsibilities as Publishing Project Manager
  - Assign new legal titles and resources to team on a monthly basis
  - Assign and coordinate author research to editors, editorial assistant, and interns
  - Manage freelance schedules and ensure books move through pre-production stages on deadline
  - Review and provide feedback for all subtitles, book jackets, and text files prior to publication
  - Assist with development of editorial calendar
  - Provide office assistance to team in Boston location

#### Publishing Project Manager, *Aspatore Books*

May 2007–April 2012

- Oversee editorial production of *ExecBlueprints* (an online, subscription-based series published with Books24x7)
  - Research and propose business topics; write corresponding question sets
  - Manage content, maintain positive relationships with authors, proofread articles
  - Ensure quarterly deliverables are met
  - Assign workflow to editorial and freelance staff
- Manage business titles in the Inside the Minds series
  - Complete 8–12 books per year authored by CIOs, CMOs, CEOs, and HR executives
  - Research and propose book ideas, write subtitles and jacket descriptions, review book proofs, and make final formatting corrections
  - Coordinate with authors and manage contracts
- Train and supervise editorial assistant and summer editorial interns
  - Conduct weekly meetings, assign tasks, and provide guidance for skill development
- Review Kindle versions of select legal titles

### Aspatore Books (Boston, MA)

#### Publishing Project Manager (prior to acquisition)

January 2007–May 2007

#### Marketing Intern

September 2006–January 2007

- Researched and updated marketing contact lists
- Composed emails for targeted monthly promotions

## RELATED EXPERIENCE

---

### Appazoogle.com | *Cofounder, Copy Editor, and Writer*

Fall 2011–present

### Redivider (Emerson College) | *Proofreader*

September 2010–Fall 2012

### Oxford Encyclopedia of Children's Literature Contributor

2004

- Published "Jane O'Connor" and "Michael Strickland" entries for undergraduate course

## SKILLS

---

**Microsoft Office** (Intermediate/Advanced); **InDesign** (Proficient); **Photoshop** (Basic); **Dreamweaver** (Proficient);

**HTML & CSS** (Proficient); **ePUB** (Proficient)

## EDUCATION

---

### MA, Publishing and Writing, Emerson College (Boston, MA)

Fall 2012

### BA, English, Wheaton College (Norton, MA)

2006

- Phi Beta Kappa; *summa cum laude*
  - Writing Tutor, Wheaton College Tutoring Center
  - Reading Tutor, America Reads
- 