

ALLYSON BROOKS

cellphone (678) 910-3645 · allyson.reeves.brooks@gmail.com · www.allysonbrooks.com

EDUCATION

Kennesaw State University

August 2013 – May 2019

Graduated with honors · GPA 3.62

Bachelor of Science in Psychology · Professional Writing Minor

EXPERIENCE

GOODMAN GAMES · San Francisco, CA

Online Digital Book Administrator (Freelance; Part-Time Remote)

August 2022 – Present

- Edit sales copy for digital PDF books sold online
- Responsible for the living spreadsheet of over 400 digital PDF titles
- Responsible for uploading new digital PDF products to four online retailers
- Responsible for the SEO keywords used on retailer sites
- Collaborated with Online Marketing Manager regarding best practices & procedures

JRNYMAN PUBLISHING · Nashville, TN

Manuscript Editor (Freelance; Remote)

July 2020 – July 2022

Four non-fiction books

- Corrected for mechanical, continuity, and stylistic issues
- Researched and fact-checked claims made by writers for accuracy
- Corrected biased language

PANDAHEAD PRODUCTIONS · Dallas, GA

Copy Editor (Freelance)

January 2015 – December 2018

Six fiction books

- Collaborated with writers and project lead to develop content
- Amplified revised content
- Line edited for mechanical issues, continuity, and stylistic content
- Insured all manuscripts followed style guides

Proofreader & Production Artist (Freelance)

January 2000 – December 2004

Ten table-top role-playing game books

- Modified *Dungeons & Dragons* style guide for company use
- Formatted tables and charts
- Checked accuracy of rules and statistics
- Checked typographical issues
- Converted file formats before sending to print
- Responsible for page layout and typesetting

INTERNSHIPS/VOLUNTEER

KENNESAW STATE UNIVERSITY & PEACHTREE PUBLISHERS

Student Editor of Community Project

August 2017 – January 2018 (Fall Semester)

Green Card Voices: Stories From an Atlanta High School

- Transcribed student's narrative from a video interview
- Collaborated in person with the student to develop his narrative
- Line edited final piece for mechanical errors and clarity

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SKILLS

EDITING

- Electronic & Manual
- Copyright & Permissions
- Research & Fact Checking
- Citations & References
- Tables & Charts
- Developmental
- Collaborative
- Substantive
- Typesetting

MECHANICAL SKILLS

- Grammar
- Spelling
- Punctuation
- Hyphenation
- Capitalization
- Usage
- Diction

STYLE GUIDES

- Chicago Manual of Style
 - ~ 17th Edition
- APA
 - ~ American Psychological Association
 - ~ 7th Edition
- AP
 - ~ Associated Press
- MLA
 - ~ Modern Language Association
- AMA
 - ~ American Medical Association

PROOFREADING

- Print & E-Book
- Proofer's Marks
- Indexing
 - ~Hyperlinking
- Document Formatting
- Typesetting Check
- File Formatting

SOFTWARE

- Microsoft
 - Word
 - ~Track Changes
 - Power Point
 - Excel
- Adobe Creative Suite
 - Acrobat
 - Photoshop
 - InDesign
 - Illustrator

CONTENT MANAGEMENT

- Trello
- Slack
- Wordpress

SOFT SKILLS

- Organized
- Flexible
- Adaptable
- Problem Solver
- Customer Facing
- Budget Conscious
- Good Judgement
- Diplomatic

PUBLISHED WORK

- *Meddling Kids*
 - ~ A tabletop role-playing game for ages six and older
 - ~ Uses a very simple system meant to strengthen the young player's math skills
 - ~ In publication and sold on Amazon.com
- "Truth is a Stranger to Fiction"
 - ~ A short story written as a satirical comedy-drama based on a true event
 - ~ Published online at five2onemagazine.com (no longer in publication)
- "The Feeling is Pari-Mutual"
 - ~ A short story written as a crime-noir drama
 - ~ Appears in the anthology
 - A Hand of Gold and Other Stories*
 - ~ In publication and sold on Amazon.com