



949 632-3568

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Experience:

Freelance Editor

- Edit Manga and Fiction
- Main editor on single and series Manga
- Script edit, copy edit, and write back and preview copy

Jan. 2010 - Present

TOKYOPOP

Editorial Intern

- Script and copy editing of manga (Japanese comic books)
- Wrote back-copy, book trailers, and content for web site
- Managed all other interns for office work shifts
- Reworked office systems, including rewriting the TOKYOPOP Intern Manual and implementing record systems

Los Angeles, California

Sept. - Dec. 2009

The Wall: Literary Magazine of Saddleback College

Managing Editor

- Ran staff web site and kept the files of each manuscript up to date
- Encouraged staff, keeping to deadlines
- Consulted on layout and order

Mission Viejo, California

Spring 2003

Access Point

Accounting Consultant

- Worked on renovating files from a recently acquired company, PSI
- The project helped bring in \$30,000-35,000 per month from uncharged vendors
- Called vendors, tracked changes and researched missing information
- Manned the main reception desk when needed

Irvine, California

Nov. - Dec. 2000

Education:

California Polytechnic State University

- Bachelor of Arts English, Creative Writing emphasis
- Minors: Graphic Communication and Equine Science

San Luis Obispo, California

2003 - Dec. 2008

Saddleback College

- Associate of Arts Degree in English with Honors

Mission Viejo, California

2000 - Spring 2003

Study Abroad

- Oxford University in England (spring 2001)
- Rhode Island Community College in RI (spring 2002)

Skills & Interests:

Editing/Writing

- Editorial strengths: plot and scene inconsistencies, passive voice, word repetition, and brainstorming for solutions
- Co-founder of long running writer's group: TWIG
- Attend manga and writer's conferences annually

Computer/Office

- Familiar with Mac and PC interfaces
- Know Microsoft Word, Adobe Photoshop, Illustrator, and InDesign
- Know HTML 4.01 Strict, XHTML 1.0 Strict, and CSS.
- Can log, track, and manage files