

Riley Earle

Burlington, VT

www.linkedin.com/in/rileyearle/ | www.rileyearle.com

EDUCATION:

Champlain College | Burlington, VT

Bachelor of Science Degree in Professional Writing with a Specialization in Editing and Publishing

GPA: 3.8 | Summa Cum Laude

SKILLS:

Editing (developmental, copyediting, and proofreading), *Chicago Manual of Style*, ghostwriting, written and oral communication, efficiency and adaptability, time management, organization, attention to detail, copywriting, creative and technical writing, graphic design, book design, Adobe InDesign and Photoshop, Microsoft Office, book promotion, social media management

PUBLISHING AND EDITING EXPERIENCE:

- Assistant Editor and Marketing Coordinator** | Onion River Press—Burlington, VT 1/2023—present
Proofread, copyedit, and developmentally edit memoirs, history books, novels, etc.; lead marketing strategy consultations with self-publishing authors; design book interiors and covers using Adobe InDesign; communicate with authors via email, telephone, and Zoom; collaborate with a four-person team remotely and in-person; take detailed meeting notes; develop processes and tools for efficient project management; supervise interns; manage and edit online blog; design marketing materials such as ads, logos, posters, and social media content; write press releases and other copy; manage social media; maintain databases; send invoices
- Independent Contractor**
Work with clients as an independent contractor for the following services: editing, copyediting, proofreading, book design, graphic design, and logo design
- Bookseller and Graphic Designer** | Phoenix Books—Burlington, VT 7/2020—present
Provide customer assistance and book recommendations, train new booksellers, run book launch events, design marketing materials (posters, ads, social media, etc.) for events and programs, design in-store and window displays, write shelf-talkers, review ARCs, and run pop-up store at Bread Loaf Writers' Conference
- Professional Writing Intern** | Wordwell Ltd.—Dublin, Ireland 9/2021—1/2022
Wrote a book review and roundup for *Books Ireland*, collected data for the Annual Archeology Conference, and contributed to *Books Ireland's* "From the Archives" article series
- Profile Writer** | Francis Ouimet Scholarship Fund—Remote 11/2020—12/2020
Wrote 100+ profiles of scholarship recipients for the 2020 donor catalog
- Writing Tutor** | Champlain College SMART Space—Burlington, VT 2/2020—5/2021
Tutored peers on writing projects in a one-on-one environment
- Marketing and Media Production Assist.** | Champlain College Library—Burlington, VT 8/2019—8/2020
Designed flyers, managed the library's Instagram account, used Adobe Premiere Pro to shoot and edit how-to videos, updated websites and LibGuides, and tuned websites and media for accessibility

FEATURED PROJECTS:

- Ditch the Ditty* by Lindsey Godwin et al.** (self-help) Published 1/7/2025
Designed graphic-heavy interior while prioritizing accessibility
- Sunshine, Moonshine* by Bonnie Christensen & Emily Herder** (middle grade novel) Published 3/19/2024
Edited some chapters and ghostwrote others; wrote flap copy, ARC letter, press release, and other promotional content; gathered data for ARC distribution; and designed promotional graphics
- Onion River Magazine** (print and digital literary magazine; unpublished) 2023—2024 (defunded project)
Served as editor, manager, and designer; built contracts for contributors; wrote a feature article and other content; and devised business plan for advertisement sales
- Green Mountain Book Festival** 8/2022—9/2022
Designed the event program, flyers, posters, banners, and social media graphics

VOLUNTEER WORK:

- Book Buddy** | King Street Learning Center—Burlington, VT 9/2023—present
Read with a 7-year-old weekly to enhance his literacy skills