

mars robinson.

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Experience.

Executive Assistant. MamaBear Books. *March 2025–Present*

Assisting production tasks and marketing development, including creation of A+ marketing content for Amazon, market research, copyright and LCCN filing.

Graduate Assistant. Big Shoulders Books. DePaul University. *August 2023–Present*

Performing publishing assistant duties include proofreading, copyediting, copywriting, event planning (including One Book One Chicago author reading), production coordination, presenting introductory presentations for coordinating courses, research and coordination for upcoming projects, in addition to social media management, digital organization and file management, inventory management, SOP development

Student Ambassador. DePaul University Admissions. *2024–2025*

Communicating with prospective and newly admitted students, advocating for DePaul University and graduate student programs, creating blog content highlighting the student experience, attending promotional and informational events as participant and speaker

Editor in Chief. Crook & Folly Literary Magazine. DePaul University. *2024–2025*

Collaborating with art department, training and team development, submission reading, staffing, web management, communication, event planning, coordinating editorial tasks and production

Dual-Role Publishing Assistant. University of Cincinnati Press. *2021–2023*

Open Access Publishing Assistant

Developing infrastructure for new grant program, managing applicant process and records, creating reports summarizing open access publishing trends across accredited universities nationwide, writing copy and developing style guide for open access program, creating training materials for recipients of grant program, managing open educational resource production schedules, managing web content using Adobe Experience Manager and Microsoft Sharepoint, creating promotional materials and training presentations advocating for the use of open access material and accessibility compliance

Production Assistant

Creating and managing production schedule for multiple trade and academic titles, proofreading and copyediting, correspondence and staffing tasks concerning freelancers and vendors, production tasks including copyright and LCCN filing, developing marketing copy alongside authors, managing author expectations and assisting with miscellaneous tasks assigned to authors

Editorial Assistant. Acre Books. University of Cincinnati. 2022–2023

Submission reading and review of unsolicited manuscript submissions of prose

Education.

B.A.

University of Cincinnati

Majors: Creative Writing, Rhetoric & Professional Writing; Minor: Asian Studies

M.F.A.

DePaul University

Writing and Publishing

Awards.

Annual Summer Contest - Fiction Winner (Solstice Literary Magazine)

Awarded in 2025, selected by Helen Elaine Lee

Certificate of Academic Achievement (The Department of English, DePaul University)

Awarded in both 2024 and 2025 to recognize adept student workers

Outstanding Graduate Student Award (Writing and Publishing, DePaul University)

Awarded in 2025 to recognize a distinguished student of each graduate program

Robinson Essay Prize, Third Prize (English Department, University of Cincinnati)

Awarded in 2022 for outstanding essay submission (lyrical essay “al sharpston”)

Publications.

“Hummingbirds” (Fiction)

Solstice Literary Magazine, Summer 2025

“you’ve never been more of an ocean...” (Poetry)

Short Vine, Undergraduate Literary Journal, Spring 2023

“pendeja” (Poetry)

Runestone, Undergraduate Literary Journal, Vol. 9, 2023

“birth/baptism” (Poetry)

Outrageous Fortune, Undergraduate Literary Journal, 2023

“complaint v3” (Poetry)

Outrageous Fortune, Undergraduate Literary Journal, 2023

“sea star.” (Poetry)

Crook & Folly, Arts & Literary Journal, 44 ed., Spring 2024