

MARS ROBINSON

Writer & Publishing Professional

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Publishing professional with experience in editorial coordination and book production across trade, academic, and independent publishing with expertise in manuscript development, publication workflows, editorial collaboration, and managing projects

EXPERIENCE

Executive/Production Assistant

MamaBear Books | March 2025–Present

- Coordinate editorial and production workflows for multiple concurrent book titles from manuscript development through print and digital publication
- Manage revised editions and reissues of existing titles, ensuring editorial accuracy and production quality
- Review titles and supporting materials throughout the editorial and production process to ensure compliance with editorial, brand, and quality standards
- Create book synopses, jacket copy, and Amazon A+ marketing content, and prepare production documentation for distribution partners
- Provide proofreading, copyediting, and developmental editing throughout the editorial process
- Communicate with authors, illustrators, vendors, and freelancers throughout the editorial and production process to coordinate revisions, schedules, and production needs
- Create production schedules that define key editorial and production milestones for new titles from manuscript to publication
- Prepare copyright registrations, ISBN assignments, LCCN applications, and other publishing documentation

Graduate Assistant

Big Shoulders Books, DePaul University | 2023–2025

- Proofread, copyedit, and develop content for publishing projects
- Coordinated production support and conducted research for upcoming publications
- Developed standard operating procedures (SOPs) and workflow documentation for the Graduate Assistant position

Co-Editor in Chief

Crook & Folly Literary Magazine, DePaul University | 2024–2025

- Led editorial selection process and made final decisions on prose and poetry submissions for publication
- Managed and supervised submission review workflow, including reading assignments, tracking, editorial coordination, staffing, and training
- Coordinated production timeline and editorial deadlines across writing, design, and production teams
- Corresponded with contributors regarding acceptance decisions and the publication process
- Supported production and web publication from accepted submissions through final release

Editorial Assistant

Acre Books, University of Cincinnati | 2022–2023

- Evaluated unsolicited prose submissions and prepared editorial recommendations for internal review

Dual-Role Publishing Assistant

University of Cincinnati Press, University of Cincinnati | 2021–2023

Production Assistant

- Managed production schedules for assigned trade and academic titles from manuscript preparation through publication
- Coordinated communication among authors, freelancers, vendors, and distribution partners throughout production
- Proofread and copyedited manuscripts and production materials
- Prepared ISBN, LCCN, copyright registration materials, and other publishing documentation

Open Access Publishing Assistant

- Developed training materials and instructional resources for faculty participating in Open Educational Resources (OER) publishing
- Presented information about open access publishing, OER, and academic publishing processes to faculty, students, and university audiences

- Researched open access publishing programs at universities nationwide and created reports analyzing funding models, program structures, and publishing practices
- Developed infrastructure for a new open access publishing grant program, including application workflows, documentation, program guidelines, and applicant resources
- Collaborated with program leadership to establish grant policies, procedures, and applicant guidelines
- Managed web content and program materials using Adobe Experience Manager and Microsoft SharePoint

PUBLICATIONS

The Linden Review

"al sharpton" (Lyrical Essay), Issue 8, Fall 2025

Solstice Literary Magazine

"Hummingbirds" (Fiction), Summer 2025
 "Likes and Dislikes" (Fiction), Winter 2025

Crook & Folly Arts & Literary Journal

"sea star." (Poetry), Issue 44, Spring 2024

Outrageous Fortune

"birth/baptism" (Poetry), 2023
 "complaint v3" (Poetry), 2023

Runestone

"pendeja" (Poetry), Vol. 9, 2023

Short Vine

"you've never been more of an ocean..." (Poetry), Spring 2023

EDUCATION

Master of Fine Arts

Creative Writing & Publishing
 DePaul University | 2025

Bachelor of Arts

Creative Writing, Rhetoric & Professional Writing
 University of Cincinnati | 2023

Certificate

Copyediting and Publishing, University of Cincinnati | 2023

HONORS & AWARDS

Outstanding Graduate Student Award

Writing & Publishing, DePaul University (2025)

Certificate of Academic Achievement

Department of English, DePaul University (2024, 2025)

Annual Summer Contest: Fiction Winner

Solstice Literary Magazine (2025)

Robinson Essay Prize: Third Prize

University of Cincinnati (2022)