

MARS ROBINSON

Administrative & Publishing Professional

+1 321 217 7363 | MarsRobinson123@gmail.com | Rogers Park, Chicago, Illinois

Administrative and publishing professional experienced in coordinating projects, developing workflows, maintaining documentation, and supporting cross-functional teams with expertise in project management, process improvement, and managing multiple priorities in deadline-driven environments

EXPERIENCE

Executive/Production Assistant

MamaBear Books | March 2025–Present

- Coordinate multiple concurrent projects across editorial and production teams
- Develop publication timelines and production schedules for new titles, defining key editorial and production milestones
- Create production workflows and tracking systems using Google Workspace
- Prepare copyright & ISBN registrations, LCCN applications, and other publishing documentation

Graduate Assistant

Big Shoulders Books, DePaul University | 2023–2025

- Developed SOPs, inventory tracking systems, and workflow documentation
- Proofread, copyedited, and developed content for publishing projects
- Coordinated production support and conducted research for upcoming publications

Co-Editor in Chief

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

- Managed submission review workflows, including reading assignments, tracking, editorial coordination, staffing, and training
- Coordinated production timelines and editorial deadlines across writing and design teams

Dual-Role Publishing Assistant

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

Open Access Publishing Assistant

- 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 OER project workflows and developed training content in Canvas, guiding faculty through development, accessibility, and publication processes
- Managed web content and program materials using Adobe Experience Manager and Microsoft SharePoint

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
- Prepared ISBN, LCCN, copyright registration materials, and production documentation
- Proofread and copyedited manuscripts and production materials
- Coordinated design decisions, revisions, and production questions with authors and publishing partners

SKILLS

Operations: Project Coordination • Workflow Development • Process Documentation • Scheduling • Records Management

Administrative Support: Cross-functional Collaboration • Training & Documentation

Research: Analysis • Reports • Presentations

Software: Microsoft Office • Google Workspace • SharePoint • Adobe Experience Manager • Canvas

EDUCATION

M.F.A. | Creative Writing and Publishing
DePaul University | 2025

Awarded Outstanding Graduate Student

B.A. | Creative Writing; Rhetoric & Professional Writing

University of Cincinnati | 2023

Awarded Robinson Essay Prize: Third Prize

Certificate | Copyediting and Publishing
University of Cincinnati | 2023