

MARS ROBINSON

Publishing Operations & Production Coordination

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Publishing professional experienced in coordinating editorial and production workflows with expertise in publication scheduling, workflow development, and managing print and digital projects from manuscript through publication.

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

Graduate Assistant

Big Shoulders Books, DePaul University | 2023–2025

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

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

Editorial: Developmental Editing •

Copyediting • Proofreading

Production: Publication Scheduling •

Production Coordination • Book Production

Publishing Operations: Workflow

Development • Rights & Publication Filing

Software: Adobe Creative Suite • AEM •

Google Workspace • Microsoft Office •

SharePoint

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