

# Mars Robinson

(321) 217-7363 | marsrobinson123@gmail | marselizabeth.com

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Publishing assistant with experience in scholarly publishing and communications

## Skills

**General.** Copywriting, Copyediting, Project Management, Proofreading, Sensitivity Reading, Video Editing, Web Design (HTML)

**Microsoft.** Excel, PowerPoint, SharePoint, Teams, Word

**Adobe.** Adobe Experience Manager, Audition, Illustrator, InDesign, Photoshop, Premiere Pro

**Google.** Docs, Drive, Forms, Sheets, Sites, Slides

## Education

**BA.** University of Cincinnati, Spring 2023

Majors: Rhetoric & Professional Writing and Creative Writing

Certificate: Copyediting and Publishing; Minor: Asian Studies

**MFA.** DePaul University, Present

Program: Creative Writing and Publishing

## Experience

### University of Cincinnati Press

*Open Access Publishing Assistant* | December 2021–Present

- Develop infrastructure for new grant programs including creation of training materials for grant recipients and design concepts, refine of application process, and expansion of policy  
Create reports summarizing open access trends, university demographics, and departmental performance
- Write copy for websites and marketing campaigns
- Management of web content with Microsoft Sharepoint and AEM
- Production assistant for open access projects

*Production Assistant* | July 2022–Present

- Manage production schedule for trade and academic titles
- Proofread & copy edit upcoming titles
- Facilitate communication with freelancers and vendors
- Production assistant for general projects

## **Acre Books**

*Editorial Assistant* | August 2022–Present

Review unsolicited prose submissions using story and mission guidelines

## **ProKids**

*Communications Intern* | Summer 2022

Develop marketing campaigns and plan fundraising events with the marketing team

## **Office of Dr. Kristen Iversen**

*Research Assistant* | Spring 2022

Organize research for a literary biography of Nikola Tesla by Dr. Kristen Iversen

## **Short Vine Literary Magazine**

*Fiction Coordinator* | Fall 2022

Submission reader and coordinator

## **Volunteer Experience**

### **ProKids**

*Court Appointed Special Advocate (CASA)* | January 2017–February 2023

- Write detailed team communications and court reports
- Form recommendations using case interviews and record review
- Maintain continuing education and training requirements

## **Awards and Publications**

“white christmas” (Short Story)

*Short Vine Literary Journal*, Undergraduate Literary Journal, Fall 2021

Robinson Essay Prize, *Third Prize*, “al sharpton”

University of Cincinnati Outstanding Essay Prize, Spring 2022

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

*Short Vine Literary Journal*, 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