

SARAH WRAY

FREELANCE BOOK MARKETER & EDITOR

CONTACT

AstraEditorial@gmail.com

+44 (0)20 8133 3044

AstraEditorial.com

ASTRA



SKILLS & ATTRIBUTES

- 6 years' experience marketing books in the UK
- Great communicator: friendly, tactful
- Meticulous, detail-oriented perfectionist
- Member of the Society for Editors & Proofreaders
- Trained in copyediting and proofreading by SfEP
- Extremely organised and deadline-driven
- Well-versed in InDesign, QuarkXPress and Office
- Fantastic IT skills and knowledge of CMS
- BA in technical writing and creative writing
- MA in publishing with focus on UK creative industries as a whole
- Management experience

EDUCATION

Copyediting 1 & Proofreading 1

The Society for Editors & Proofreaders

MA Publishing & the Creative Economy

Kingston University (*commendation*)

BA Technical Writing & Creative Writing

Missouri State University (*cum laude*)

WORK EXPERIENCE

FREELANCE BOOK MARKETER & EDITOR

2017-PRESENT

I provide marketing, PR, editorial and production support for independent publishers. Current clients include **September Publishing, Liminal 11, Seven Stories UK, Avery Hill Publishing, Breakdown Press & Emerald Guides.**

MARKETING & PR MANAGER, TURNAROUND

2014-2017 (*ASSISTANT / EXECUTIVE: 2012-2013*)

Oversaw print/digital marketing and PR activities at a leading indie book distributor. Wrote, edited and designed sales and marketing materials for UK book trade. Project managed production of 12 sales kits per year (300+ titles per kit). Acted as first point of contact for sales team and publisher clients. Managed metadata and dissemination of title information. Supervised team of five.

ASSISTANT EDITOR, BRITISH MUSEUM PRESS

2011

Copyedited text for academic publications. Created layouts using InDesign. Liaised with authors and academics on text and design changes. Proofread final files.

TECHNICAL WRITER, MISSOURI STATE UNIVERSITY'S INTERNATIONAL CENTRE

2010

Wrote, edited and managed production of guidebooks for incoming and outgoing study abroad students, following rigorous university guidelines and house style. Worked with administrative staff to write and edit internal procedure manual for office staff. Updated forms, website copy and email response templates to adhere to latest style rules.