

Greg Nicholl

EDUCATION

MFA in Poetry, Sarah Lawrence College, Bronxville, NY (2003)

BA in English (*magna cum laude*), Pacific Lutheran University, Tacoma, WA (1999)

SKILLS

- Proficient in QuarkXpress, InDesign, Photoshop, Illustrator, Microsoft Office (Word, Excel, PowerPoint, Access), Adobe Acrobat, and HTML/CSS coding
- Comfortable working in both Mac and PC platforms
- Production skills: proofreading, copyediting, manuscript mark-up, and an eye for detail
- Typing skills: 70 wpm

DESIGN EXPERIENCE

Print Design

Journal of the Fantastic in the Arts, academic journal (2006–Present)

Issues: 16.3–19.1 – 4/color cover, internal layout and design

Black Rock & Sage, university literary journal (2005–2006)

Volumes: 4 & 5 – 4/color cover, internal layout and design

Lumina, graduate literary journal at Sarah Lawrence College (2002–2003)

Volumes: 1 & 2 – 4/color cover, internal layout and design

MESAB Newsletter, former non-profit organization (2001–2003)

Issues: Fall, Spring, & Special Editions – templates, layout and design, spot color

Website Design (from scratch using HTML and CSS)

<www.careywong.com> Carey Wong, scenic designer – 52 *website pages* (2008)

<www.carinetopal.com> Carine Topal, poet – 12 *website pages* (2008)

<www.isu.edu/departments/gradk12> ISU / GK-12 Program – 67 *website pages* (2007)

<www.pgfweb.com> Portneuf Greenway Foundation – 25 *website pages* (2006)

<www.rockymountainwriters.com> Rocky Mountain Writers' Festival – 15 *website pages* (2006)

<www.kloetzelandco.com> Kloetzel&co., modern dance company – 8 *website pages* (2006)

<www.ceciliawoloch.com> Cecilia Woloch, poet – 25 *website pages* (2005)

<www.isu.edu/~normbria> Brian Norman, Assistant Professor – 5 *website pages* (2005)

EMPLOYMENT EXPERIENCE

The Johns Hopkins University Press, Baltimore, MD

Acquisitions Assistant (2008–Present)

Assist acquisition editors in evaluating and acquiring scholarly works for publication; monitor status of manuscripts and readers' reports; prepare manuscripts and artwork for transmittal to the production department; and perform production-cost calculations.

Random House Publishing Group, New York, NY

Freelance Proofreader (2004–2008)

Proofread such titles as: *Black Swan Green*, David Mitchell; *A Sudden Country*, Karen Fisher; *180 More*, Billy Collins; *Complete Shakespeare*; *Collected Poems*, W. H. Auden; *Wonderland*, Joyce Carol Oates; *Learning to Sing*, Clay Aiken; *Monuments*, Judith Dupré; *Nightlife*, Thomas Perry

Production Assistant (2004)

Coordinated the production of bound galleys and advanced reader editions in each of the eight imprints (Random House Trade, Modern Library, etc.). Reviewed corrections from the compositor.

Grand Central Publishing, New York, NY

Freelance Proofreader (2004–2008)

Proofread such titles as: *The Bourne Betrayal*, Eric Van Lustbader; *The Poets' Corner*, John Lithgow, ed.; *Gunmetal Black*, Daniel Serrano; *Girlfriend's Guide to NASCAR*, Liz Allison

Routledge / Taylor & Francis, New York, NY

Assistant Production Editor (2003)

Coordinated the production and manufacturing of multiple-volume reference books from manuscript to bound book. Checked art programs and maintained page-proof corrections.

Overlook Press, New York, NY

Editorial Intern (2003)

Reviewed manuscripts and wrote rejection letters. Assisted senior editors with special projects.

REFERENCES

(Available upon Request)

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