

# Emily Simms



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## Experience

### Contributor, The Publishing Post

June 2020-Present

- I write and edit reviews as part of the Bestseller Reviews team. I review both fiction and non-fiction works, such as *Untamed* and *The Nickel Boys*.
- Through this role, I have had to work remotely in a small team, as well as coordinating with the wider team of over 100 contributors. As the spokesperson of my team, I ensure that the content is organised in advance for each issue and that my team is meeting strict deadlines.

### Supervisor, Paperchase Oxford/ Gateshead

September 2019- January 2021

- As a supervisor, I was responsible for performing administrative duties such as liaising with senior management, banking, and running day-to-day operations of the store.
- This role developed my ability to multitask as I had to balance administrative responsibilities with also managing my team members and assisting on the shop floor.

### Manuscript Reader, Avon Publishing

January 2019-September 2019

- Alongside my second-year studies, I read and assessed manuscripts from Avon's open submissions. On a weekly basis, I would complete a thorough report, assessing whether I thought a manuscript could have potential and if it were the right fit for Avon.
- Through this experience, I gained insight into the editorial side of publishing and had to manage my time effectively whilst balancing my university workload.

### Intern, Oxford Brookes Poetry Centre and Ignition Press

October 2018-September 2019

- I had the opportunity to attend editorial meetings for the press which was an insightful experience; seeing the process and decisions involved when publishing new work.
- I oversaw the rebranding of the centre's social media, synchronising the Twitter, Facebook and Instagram accounts together, and created content which purposefully utilised each platform.

### Part-time Bookseller, Blackwell's Westgate, Oxford

February 2019-June 2019

- During my time at Blackwell's, I gained a huge amount of insight into the book trade through sorting stock, talking to colleagues about books, and recommending titles to customers. It was imperative to keep up to date with the latest releases and developments such as shortlisted titles for major prizes like the Man Booker, or smaller prizes like the Kitschies.

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## Education

### First Class Honours Degree in Publishing Media, Oxford Brookes University

September 2017-June 2020

- Final-year dissertation: *Book Burning and the Freedom to Publish (in China)*. This dissertation examined China's history in relation to books, dating from 213BC to the present day, and how book burning can be symptomatic of broader issues in society. I was awarded a First for my dissertation, due to my attention to detail and use of primary research.