

MEREDITH QUINN-CAPRIOLI

Beverly, MA

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An energetic, driven, and goal-oriented New York University alumnus with a degree in journalism and over 10 years of book publishing, magazine, and online editorial experience. Though quick under a deadline, I still maintain a high level of accuracy—sometimes to the surprise of coworkers. Logical problem-solving and brainstorming are my specialties, along with diplomatic resolutions to issues.

EXPERIENCE

MARCH 2016 – PRESENT

PROJECT EDITOR, THE QUARTO GROUP

Maintain the production schedules of up to 30 nonfiction books per season. Liaise between acquiring editors, authors, art directors, and freelancers to bring a book from manuscript phase to printing. Negotiate with and contract freelance copy editors, proofreaders, and indexers. Oversee the schedules of custom publications, working with sales and design teams to meet the requirements of clients such as Barnes & Noble and Books-A-Million. Implement new processes and procedures when appropriate to make both the trade and custom book production schedules run smoother. Update Firebrand Title Management system to ensure the data feeding to vendor websites is accurate. Edit, proofread, and compose back cover copy as needed.

AUGUST 2015 – MARCH 2016

MANAGING EDITOR, *THE WRITER* MAGAZINE, MADAVOR MEDIA

Planned and maintained editorial calendar for *The Writer*, a monthly magazine about the craft of writing. Read and accepted or rejected article queries from freelance writers and negotiated fees. Conceptualized quarterly writing contests and evaluated entries via Submittable. Worked with design, sales, and marketing teams to ensure smooth production. Represented the company and brand at trade shows.

DECEMBER 2014 – AUGUST 2015

ASSOCIATE EDITOR, MADAVOR MEDIA

Supported editors-in-chief on *The Writer* and *Gluten-Free Living* magazines. Wrote front-of-book departments, back-of-book departments, and biweekly newsletters for three magazines. Uploaded and scheduled content to magazine websites and wrote weekly blog posts.

JUNE 2012 – NOVEMBER 2014

DIRECTOR OF CREATIVE, MARKETING, AND SALES, PRONTOHOTEL.COM

Oversaw all English-language content for ProntoHotel.com, a Rome-based startup hotel aggregator website and its 20-plus blogs. Managed freelance writers, assigned and edited articles, monitored deadlines. Updated social media accounts and crafted corporate materials such as press releases, ad scripts, and presentations. Translated web copy and blog posts from Italian to English.

NOVEMBER 2007-FEBRUARY 2009

EDITORIAL ASSISTANT, RODALE, INC.

Solo-edited the *New York Times* bestselling *Don't Go There!* by *Today* show travel expert Peter Greenberg and its follow-up, *Tough Times, Great Travels*. Consulted with editors, authors, and agents daily to oversee the editing process of dozens of titles, including two *NYT* bestselling series, Vice President Al Gore's 2007 Nobel Peace Prize Lecture, and Mary Tillman's memoir about her son, Pat Tillman. Reviewed proposals and presented potential projects to editorial board.

JULY 2005-JULY 2007

COPY EDITOR, BOOKSPAN

Edited, proofread, fact-checked direct mail catalogs and book jackets. Met weekly with editors, writers, and marketing teams to ensure catalogs' quality.

EDUCATION

MAY 2005

BACHELORS OF ARTS IN JOURNALISM, NEW YORK UNIVERSITY

Overall GPA 3.5, *cum laude*

SUMMER 2011

CERTIFICATE IN PASTRY ARTS, CAMBRIDGE SCHOOL OF CULINARY ARTS

High honors in academics; Honors in lab

SKILLS

- Conversant in Spanish and Italian
- Management systems: Firebrand, Submittable
- Blogging platforms: Wordpress, Blogspot
- Software: Microsoft Office, InDesign, InCopy, Photoshop
- Social media: Facebook, Twitter, Tumblr

ACTIVITIES

I am fortunate to have traveled extensively throughout Italy, including a semester abroad, three months in 2010, and three months in 2013. In my free time, I am a distance runner, a pretty good cook and baker, and co-founder of The Witch City Writers Group.