

Danielle Gottfried

1092 Raleigh Street, Green Bay, WI 54304 · (920) 634-6507

daniellemichelle4817@gmail.com

Education

Bachelor of Fine Arts | University of Wisconsin-Green Bay | May 2021

- Major in Writing and Applied Arts
- GPA 3.64/4

Experience

Chief Copy Editor | Teaching Press | UW-Green Bay | June 2020-December 2020

- Managed the copyediting of a 140,000-word novel.
- Communicated with clients and collaborators for fact-checking, photograph resources, progress reports, and problem-solving.
- Scheduled meetings between interns, clients, and UW-Green Bay archive staff.
- Crafted a style guide and a list of the correct spellings of 300+ names for copyediting.
- Collaborated with peers throughout all stages of the novel revision process.

Fiction Staff Member | Sheepshead Review | UW-Green Bay | January 2021-May 2021

- Published a literary journal of art and literature with collegiate, high school, and international submissions.
- Reviewed and analyzed 120+ fiction submissions and selected pieces for publication in the literary journal.
- Discussed with staff members over the content of submissions, including the quality, functionality, and originality of each piece.
- Selected a variety of submissions for publication.
- Wrote personal rejection letters to submitters whose pieces were not selected.
- Contributed to the layout and design of the literary journal.

Warehouse Assistant and Clerical Assistant | Martor USA | Green Bay, WI | March 2015-Present

- Created transcriptions for a safety instructional video.
- Completed general data entry and miscellaneous clerical duties.
- Received in and verified monthly ocean shipments.
- Assisted with pulling orders, restocking, labeling, packaging, knife assembly, and inventory management.

Relevant Coursework

Novel Writing Workshop | UW-Green Bay | September 2020-December 2020

- Wrote a 50,000-word first draft of a novel.
- Learned the developmental and writing processes of novels.
- Engaged in group critique of student work.

Novel Revision Workshop | UW-Green Bay | January 2021-May 2021

- Practiced the revision, structuring, development, and marketing of a 50,000-word novel draft.
- Worked and brainstormed with peers on novel revisions and progress.

English Capstone | UW-Green Bay | September 2020-December 2020

- Moderated audience questions for the virtual CAHSS conference.
- Analyzed and transcribed Henry David Thoreau's original manuscripts.
- Learned encoding through TEI and XML, including tagging attributes, elements, values, and other notable features of Thoreau's writing.
- Electronically annotated Mary Seacole's writing using COVE in collaboration with students at Loyola University.

Grammar | UW-Green Bay | January 2020-May 2020

- Studied modern English grammar, including form, function, sentence structure, and usage of grammatical/mechanical knowledge to effectively copyedit texts of various genres.

References available upon request.