

MARISSA BEA

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EXPERIENCE

Editor and Writer | March 2009 – Present

Marissa Bea Editorial Services

Copyedit, proofread, and prepare manuscripts for publication under tight deadlines, managing projects from raw manuscript through final, printer-ready files. Work includes scholarly monographs, course materials, UX research reports, digital media, film, and arts publications. Edit for clarity, structure, tone, and culturally appropriate, unbiased language. Vet author and proofreader corrections through multiple proof cycles using Microsoft Word and Adobe Acrobat markup tools.

Write and edit book cover copy, marketing content, résumés, dialogue, reviews, and instructional materials. Regularly liaise with authors, designers, and production teams. Clients include Blink UX, Ipsos, McGraw Hill, Ed2Go, Novel Education, independent authors, and more. Member, Northwest Editors Guild.

Senior Project Manager | Oct 2009 – Aug 2024

Aparicio Publishing/QBS Learning/Lumina Datamatics

Led end-to-end production of grade K–12 learning materials in the areas of world languages, social studies, math, science, and reading. Directed schedules, workflows, and editorial standards from manuscript delivery through final production. Maintained detailed production schedules, balancing editing needs with requested bound-book dates, while managing multiple concurrent projects and shifting priorities. Coordinated communication among the editorial, design, and production teams.

EDUCATION

BA – Dramatic Literature, minor art history

Emerson College

Certificate – Technical Writing

Bellevue College

Certificates – Editing and Museum Studies

University of Washington

Certificate – Master Military Résumé Writer

CareerPro Global Inc.

Certificates – Content Marketing and Search Engine Optimization

HubSpot Academy

SKILLS/TOOLS

Editorial: Chicago Manual of Style, AP Style, APA Style scholarly apparatus (footnotes, bibliographies, tables), proof-handling, index review; **Tools:** MS Office, Adobe Acrobat, InCopy, Woodwing, Figma, Final Draft Pro, Wordpress; **Project Management:** Asana, Google Workspace, Trello, Smartsheet, Slack, Monday.com

ADDITIONAL EXPERIENCE

Volunteer Coordinator/Editor, International Buster Keaton Society (current)

Newsletter Copyeditor, Redmond Historical Society (current)

Newsletter Editor, Center for Sex Positive Culture (current)

Editor/Literary Jury, Pan Eros Foundation (current)

Transcriptionist, Smithsonian Institution (2021–2025)

Research Associate, Zooniverse (2021–2025)

Managing Editor/Writer, Antagonist Movement Inc. (2009–2023)

Proofreader, Project Gutenberg (2021–2022)

Education Collections Volunteer, Burke Museum (2022)

Proofreader, PubSmarts (2008–2009)