

ELIZABETH T. GRANDA

Poughkeepsie, NY 12603

Cell (914) 489-7694 • Email: elizabeth@redcloverpress.com

PROFESSIONAL SUMMARY

Project manager with over 24 years of experience in the production and editorial departments for a publishing company. Extensive knowledge of Microsoft Office; Internet research; proofreading and editing; documentation, forms, and contracts; database work; and financial record keeping. Areas of expertise include:

- Attention to detail
- Microsoft Office
- Multitasking
- Quick learner with new software
- Written communication
- Organization

PROFESSIONAL EXPERIENCE

FREELANCE WORK

2014–present

- Copyedit academic/scholarly textbooks and professional books.
- Proofread and maintained WordPress websites.
- Work involving MS Excel and Word.
- Other confidential work involving research and analysis.

M.E. SHARPE, INC., Armonk, New York (A scholarly publisher of books and journals.) 1990–2014
(Company bought by Taylor & Francis)

Associate Editor

Managed Public Administration/Business Program and assisted Editorial Director.

- Developmental editor for Public Administration program.
- Review final pages for Public Administration, Business, and Economic books before press.
- Write copy for Economics books.
- Manage contracts and rights reversions.
- Prepare and track manuscripts before, during, and after production.
- Train new personnel.

Rights & Permissions Manager

Responsible for developing and managing the Rights & Permissions Program:

- Create databases to manage incoming subrights and permissions requests.
- Create contract agreements and invoices for subrights and permissions requests.
- Prepare standards and guidelines; set company policies regarding rights and permissions.
- Work with agencies and foreign publishers on translation and territorial rights deals worldwide.
- Prepare financial reports for the program.

Associate Editor, Economics

Choice Outstanding Academic Titles 2002: Jerry Markham, *A Financial History of the United States* (3 vols.); David Reynolds, *Taking the High Road: Communities Organize for Economic Change*

Responsible for management and development of the Economics Program:

- Oversee production of new books; prepare marketing copy; review manuscripts.
- Work with authors to revise and publish second editions of best sellers.
- Acquire and develop textbooks and reference works; negotiate with authors; develop financial plans for new titles.
- Prepare budgets and financial reports for the program.
- Introduce new series and recruit series and consulting editors.
- Provide internal coordination with customer service, marketing, production, and journal editors for *Challenge*, *WorkingUSA*, and *Journal of Post Keynesian Economics*.

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Assistant to Vice President & Executive Editor / Program Coordinator

Manage Political Science/International Relations and European/Russian Programs:

- Review and monitor submitted proposals and formal proposals, create and process contracts, interact with authors regarding final manuscript submission, disk submission, artwork, and permissions.
- Process books to fulfill Library of Congress requirements: request cataloging-in-publication information; fulfill copyright obligations.
- Create guidelines regarding M.E. Sharpe standards of submission for authors.
- Create camera-ready maps using graphics software programs.
- Assist in preparation of books for Reference/Encyclopedia program.
- Train new personnel.

Coordinate European/Russian Journal Program:

- Negotiate with Russian and European journals to reprint and translate articles.
- Create annual financial report of selected Russian articles.
- Manage foreign journal subscriptions for M.E. Sharpe journal editors.
- Process published journals to fulfill Library of Congress requirements.

Assistant to the Editor of *Challenge* Magazine (Jeff Madrick)

- Review and monitor submissions.
- Interact with authors regarding accepted selections and permissions.

Production Editor: Books

- Supervise production schedule for Russian and East European books from manuscript to publication date.
- Copyedit and proofread selected portions of manuscript texts.

Production Editor: Journals, Soviet/East European Program

- Proofread Soviet and East European journals, translate select passages, and respond to editor and translator queries.
- Prepare journal issue for press, insuring page quality and timely completion.
- Create database for the recording of selected Soviet articles for translation and reprint.

STYLE GUIDES USED

- *Chicago Manual of Style*.
- *APA Style*.

COMPUTER SKILLS

- Expert knowledge of Microsoft: Microsoft Access, Excel, Word, and PowerPoint.
- Familiar with Adobe PDF Pro, WordPress, and GIMP.

EDUCATION

State University of New York at Binghamton, Graduate School of Management 1988–1990

MBA Degree: Finance

Minor: International Business

Honors: Binghamton Graduate Tuition Scholarship

University of Rochester, New York

1983–1987

BA Degree: Russian

Honors: University of Rochester Scholarship