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| Debra E. Soled |

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| **Experience** | **Independent Publishing Professional.** Alameda, CA. | |
|  | Provide line editing, copyediting, proofreading, project management, and production services for academic publishers and private clients.  Ongoing contracts include: ACTC, managing editor of proceedings series; communications manager for educational tech startup. | |
|  | **Production Manager, Journals and Electronic Publishing.** M.E. Sharpe, Inc. Armonk, New York. | |
|  | * Supervised in-house production editors, compositors, and outside contractors in production of 40 journal titles (total 200 issues a year), updating procedures, overseeing adherence to schedule and transition to digital production | |
|  | * Created electronic products and interfaced with vendors of online journals and ebooks. | |
|  | * Wrote documentation and designed the desktop production process, stylesheets, and templates in Word and InDesign. | |
|  | **Editor, Reference Services, Asia.** Economist Intelligence Unit, New York. |
|  | Commissioned and edited reports on financing foreign operations and investment, licensing, and trade. |
|  | **Journal Project Editor.** M.E. Sharpe, Inc. Armonk, New York. |
|  | Production oversight of the journals *Problems of Economic Transition*, *Chinese Economic Studies*, and *Problems of Post-Communism*. |
|  | **Editor,** *China: A Nation in Transition* (Washington DC: Congressional Quarterly Press, 1995). Developed, acquired, and edited reference/textbook. |
|  | **Editor.** Cuba Briefing Paper Series, Georgetown University, Center for Latin American Studies, Washington, DC. Edited, proofread, and produced occasional newsletter of the Cuba Project. |
|  | **Managing Editor.** Political Risk Services, Inc. Syracuse, New York. |
|  | Supervised in-house and freelance editorial and staff in production of business risk reports. |
|  | **Associate Editor.** *Current History* magazine, Philadelphia. |
|  | ***Editorial***: acquisitions; editing; proofreading; writing chronology of world events, covers, and book reviews; and evaluation of unsolicited manuscripts; ***Production***: scheduling and trafficking; manuscript-to-blueline oversight; layout and page proof approval;***Administration*:** Author and vendor liaison; database management; and oversight of copyright permission. |
|  | **Coauthor and Editorial Director**, *Christianity in China: A Scholars’ Guide to Resources in the Libraries and Archives of the United States* (Armonk, NY: M. E. Sharpe, Inc., 1989; 2d ed., 2009). |
|  | China Mission Resources Project, Englewood, New Jersey. Researched archival collections, edited reference directory, conducted computerized information searches, and created specialized indexes. (Consultant on the second edition.) |
|  | **Editor.** Eurasia Press, Teaneck, New Jersey. |
|  | Edited reference books and travel guides, including *The Encyclopedia of China Today, The China Guidebook,* and *The Korea Guidebook.* . |
|  | **Intern.** National Committee on U.S.–China Relations, New York; United Nations, New York. |

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| **Education** | Columbia University, School of International Affairs, New York. M.A. in International Affairs and East Asian Certificate. |
|  | Beijing Language Institute, Beijing, China. Advanced Intensive Mandarin Chinese. |
|  | Brandeis University, Waltham, Massachusetts. B.A. in Politics, *cum laude*. |
|  | Institut des Etudes Politiques and Institut des Langues Orientales, Paris, France. |
|  | Training completed in Writing for the Web, Web Design Principles, UX Fundamentals, HTML, CSS Basics, fundamentals of Dreamweaver, WordPress. |
| **Foreign Languages** | French; Mandarin Chinese (spoken and written); Italian; Russian. |
| **Computer Skills** | Mac OS and Windows: MS Office (Word, Excel, Access, PowerPoint), Adobe CS (InDesign, Illustrator, Photoshop, Acrobat Distiller), PDF creation, editing, and markup, XyWrite, WordPerfect, Ventura, PageMaker, Quark XPress, Framemaker; Sharepoint |