

Rose Ippolito

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PROFESSIONAL SUMMARY

Over ten years experience in back-of-the-book **indexing**, with six years experience in online database indexing

SKILLS

Assembling skeleton indexes via pre-proofs
Meeting publishing deadlines
Collaborating with independent authors, production editors, and freelance book designers

Creating theological online databases
Abstracting of spiritual tracts, letters, and archival material
Ease and familiarity within a controlled vocabulary environment

EXPERIENCE

Owner **01/2010 to Present**
inDocs inDexing **Port Orford, Oregon**

As owner of inDocs inDexing I provide back-of-the-book indexes with a specialty in spiritual and religious texts. My skill is in providing exhaustive-level indexes with ten or more locators per page. Typical turn-around time is two-and-a-half weeks for a standard-length scholarly book, with an average fee of \$4.00 per indexable page. All budgetary restrictions are considered.

Remote Contractor in Database Indexing **02/2013 to 09/2019**
Alexander Street Press **Alexandria, Virginia**

Originally hired as a religious studies expert to assist with cataloging the letters of Dietrich Bonhoeffer and Reinhold Niebuhr. Became part of the video indexing team which created abstracts of documentary films for Pearson Education. Joined the archival indexing team to create geographical and biological records requiring online research and article retrieval. Had ongoing role in Quality Control reviews. Was laid off when company was acquired from ProQuest and restructured.

EDUCATION

Master's: Philosophy and Religion **12/1995**
California Institute of Integral Studies **San Francisco, CA**

Bachelor's: Religious Studies **12/1988**
San Diego State University **San Diego, CA**