

## **SARA R. KREISMAN**

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### **EXPERIENCE**

#### **OWNER/PRIMARY EDITOR**

**RAMBLING ROSE PRESS, INC.**

**9/2001–PRESENT**

Editorial and project management firm specializing primarily in STEM journal and book publications. Oversee a team of freelance editors who have thorough knowledge of Chicago Manual of Style (CMS), Modern Language Association (MLA), American Psychological Association (APA), American Chemical Society (ACS), and various house styles. Comfortable working in Microsoft Word and Adobe Acrobat. Proven track record for excellence, attention to detail, and fair prices with quick turnaround times. Provide comprehensive project management services for books of all sizes and complexities.

#### **EDITORIAL SERVICES MANAGER**

**MORGAN & CLAYPOOL PUBLISHERS**

**6/2008-PRESENT**

Provide and oversee all editing services for publisher's 100+ year publications. Publication emphasis is on Mathematics, Statistics, Information Technology, Computer Science, Data Management, and Life Science. Oversee editorial project timelines to ensure expeditious publishing schedules. Regular communication with Acquiring Editors, freelancers, and authors.

#### **PROJECT MANAGER/COPYEDITOR**

**EVOLVED NETWORK MEDIA**

**10/2007–10/2010**

Freelance project manager and copyeditor for a NYC-based company that creates and publishes content to explain software, technology, and business processes to potential buyers, users, and technologists. Responsible for editing various books and whitepapers as well as the overall scheduling and coordinating of authors, contributors, and interviewees. Assisted the CTO in the creation and writing of SOW's for potential clients. Worked solely via the Web and wikis to communicate with co-workers and project participants.

#### **MANAGER, EDITORIAL PROJECT DEVELOPMENT**

**CRC PRESS LLC/TAYLOR & FRANCIS**

**9/1998–7/2003**

Responsible for the managing and scheduling of a publishing program consisting of over 300 books a year. Supervised a full Editorial staff as well as the Permissions department, overseeing the granting and obtaining of both electronic and print permissions. Worked with Acquiring Editors, Publishers, and authors to arise at appropriate standards of quality while maintaining the budget of a project. Compiled and utilized a list of outside vendors for the production of electronic art as well as the inputting of text. Worked directly with the CEO to monitor and improve the quality of the Editorial, Permissions, and Production departments, as well as forecasting and establishing the publishing budgets for future years. Instituted systems and procedures, achieving increased productivity, speed, and accuracy.

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### **EDUCATION**

**Florida State University**

**1998**

BA in English Literature with a minor in Classics

Phi Beta Kappa, Dean's List, Magna Cum Laude, Eta Sigma Phi

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### **SKILLS**

Extensive knowledge of all Microsoft Office and Adobe Acrobat programs.