

# JENNIFER MARTIN

Greater Boston Area

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🌐 www.jennifer-martin.com

## EDUCATION

### **Emerson College, Boston, MA – Publishing and Writing MA (2014–2016)**

Focus on digital publishing and production

New England Book Show Student Design Competition winner, eBook design, 2016

### **Durham University, Durham, UK — Classics BA (Hons) — 1st (2010–2013)**

Academic year 2011–12 spent on exchange at Boston College, MA, USA

Activities: Logo designer, 2013 Durham Drama Festival

## EXPERIENCE

### **Digital Products Department Intern | MIT Press, Cambridge MA (09/15–04-16)**

Coded eBooks (HTML and CSS) according to the in-house style, followed QA procedures

Compiled metadata for select journal titles

Developed and documented an alternative eBook workflow using InDesign

### **Sales and Marketing Intern | Charlesbridge Publishing, Watertown MA (09/14–04/15)**

Worked under the director of retail and international markets, assisting with daily tasks

Made changes to sell sheets and tip sheets, both editing and writing promotional copy

Composed correspondence to colleagues and buyers

### **Graduate Admissions Assistant | Emerson College, Boston MA (09/14–04/16)**

Answered concerns and questions from applicants via e-mail and telephone

Oversaw organizational projects as needed and the training of new assistants

Liaised with faculty to ensure students were admitted and enrolled smoothly

### **Bookseller | David's Bookshop, Letchworth, UK (12/13–07/14)**

Confidently made use of the electronic book database and booked in deliveries

Represented the bookshop at events and wrote promotional copy

## SKILLS

IT skills: MS Office, Adobe Creative Suite, strong familiarity with HTML and CSS

Familiar with the Chicago Manual of Style, Sixteenth Edition

## HOBBIES & INTERESTS

Sewing reading, writing, cooking, crafts