

Ariana Adams

(678) 630-9841 | aari800@gmail.com | Braselton, GA, 30517

PROFESSIONAL SUMMARY

- Editor with the University of North Georgia Press specializing in copyediting, acquisitions, and Affordable Learning Georgia-affiliated OER Manifold conversion projects for over 2 years (19 OER projects in total)
- Events coordinator and presenter at outward-facing events such as the 2022 Teaching and Learning Conference (See "[Open and Able: Using Open Pedagogy to Adopt OER](#)")
- Graphic Designer producing visual content ranging from social media graphics and photos to book cover designs (4 total book cover designs, all OER titles; [Latinx Media](#) cover received an Honorable Mention at the 70th annual Southern Books Competition in 2022)

SKILLS

Expert: Copyediting, proofreading, acquisitions editing, OER Manifold conversion specialist, event organizer/coordinate, Canva design platform, Hootsuite planner, Microsoft Word Suite

Advanced: Graphic Design, photography, social media management, SEO and metadata analysis, WordPress design, Adobe Suite

Intermediate: HTML and XML

EXPERIENCE

Editor, University of North Georgia Press

September 2020 – March 2023

- Oversee copyediting and proofreading of 13 titles for publication, 8 of which are OER titles
- Manage the design and execution of ALG-affiliated Manifold conversion projects as sole Manifold conversions editor; 19 total completed conversions, 250+ pages in average length, see [Laboratory Manual for Introductory Geology](#) and [Brehe's Grammar Anatomy](#) for examples
- Serve as first contact for authors and main source of communication with their book projects, from acquisition to production
- Coordinate all logistical aspects for major on- and off-site events (i.e., book launches, signings, meet the author events)
- Design and create marketing content, including web copy on the University of North Georgia Press blog and official webpage, 225 graphics and edited photos in total
- Serve as Press liaison for WebTeam and IT departments; overhauled the Press blog site to include high-quality graphics, enhanced user experience (reorganization and streamlining of site, categories, and links), and 4 additional call-to-action sales/promotional points

Intern, University of North Georgia Press

January 2019 – April 2019

- Designed and created marketing content: graphics, edited photos, flyers, bookmarks, postcards, web copy, social media posts; 183 pieces of content in total
- Developed 3 infographics and 9 SEO-optimized blog articles as educational and promotional material spanning recent book launches, local event coverage, current cultural and literary developments, and publishing industry information and trends
- Copyedited and proofread 3 articles for the International Journal of Security Studies, focusing on clarifying language for non-native English-speaking authors
- Proofread 3 articles for the UNG Press newsletter and paired the selected articles with effective images and graphics

ADDITIONAL SKILLS

Interpersonal Skills

- Lead difficult conversations and find constructive solutions to conflict using mediation and de-escalation training as a Resident Assistant
- Ensure safe and positive social and professional interactions occur through active listening and utilizing former public speaking and mental health training as a Resident Assistant
- Positively reinforce policy compliance amongst coworkers, relying on former risk and crisis management training as a Resident Assistant
- Build an empowering and fostering community culture during the on-boarding process by utilizing former teaching and community-building training as a Resident Assistant

EDUCATION

Bachelor of Arts, Writing and Publication, Graphic Design Minor

May 2020

University of North Georgia

- Primary Coursework:* Advanced English Grammar, Rhetorical Theory, Advanced Composition, Technical & Professional Writing, Publishing, Multimodal Composition
- Graduated Magna Cum Laude, 3.7 GPA

AWARDS/RECOGNITIONS

- Sigma Tau Delta member
- Order of the Golden Steeple Chapter member of the National Residence Hall Honorary
- President's List member: 3.5 years