

# Amy M. Reeve

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## SUMMARY

- Detail-oriented editor of more than 150 books with expertise in every aspect of the editorial process, from first draft to final proof
- Ten years of extensive collaboration with marketing teams to ensure editorial excellence of marketing materials (e.g., websites, catalogs, eblasts, press releases, reports, slide decks)
- A proven track record of superior work across diverse subject areas, with substantial experience editing and proofreading nonfiction, fiction, and scholarly works
- A reputation for developing productive and respectful relationships with authors and/or team members, while making every effort to always retain the spirit and intent of each project
- Proficient in Microsoft Office and Adobe Acrobat and extensive knowledge of APA, MLA, and *Chicago* style guides

## PROFESSIONAL EXPERIENCE

### Owner

July 2014 to Present

*Amy Reeve Editorial Services*, Mount Laurel, NJ

- Develop and edit complicated nursing textbooks and ancillaries, guiding authors through several drafts and keeping them on track to meet critical publisher deadlines
- Copyedit and proofread research reports, including transcriptions of surveys and interviews, focused on healthcare policy and the pharmaceutical industry
- Develop and edit scholarly and library/information science print books and ebooks
- Evaluate and critique manuscripts from authors of various types of publications to determine strengths and weaknesses, and work with authors to determine a game plan for publication

### Managing Editor, Books Division

July 2004 to June 2014

*Information Today, Inc./Plexus Publishing, Inc.*, Medford, NJ

- Managed production of and edited 15–25 nonfiction (trade and scholarly) and fiction books per year, including *New York Times* best-seller *Boardwalk Empire*
- Initiated successful ebook program for current and backlist titles, and established processes department-wide
- Worked one-on-one with marketing coordinator to develop and edit accompanying marketing materials for every title, including a multifaceted plan for *Boardwalk Empire* directly coordinated with HBO to promote the series of the same name
- Developed and cultivated productive relationships with authors, resulting in many authors bringing subsequent books to the company for publication
- Ensured projects adhered to increasingly tight budget terms and published in the most advantageous time frame for sales
- Hired and managed freelance copyeditors, proofreaders, and indexers, and assigned them to projects based on their strengths

**Senior Developmental Editor, Health-Related Professions**

**January 2004 to June 2004**

**Developmental Editor, Health-Related Professions**

**November 2001 to December 2003**

*Elsevier, Philadelphia, PA*

- Developed and edited multifeatured textbooks and accompanying print ancillaries, multimedia software, websites, and online courseware
- Assisted marketing and sales departments in developing successful marketing and sales plans for each title
- Elected to sit on committee to establish efficient editorial guidelines company-wide

**Developmental Editor, Finance**

**August 2000 to October 2001**

*Harcourt College Publishers/Thomson Learning, Philadelphia, PA*

- Developed and edited highly successful and profitable textbooks and accompanying print and electronic ancillaries
- Attended trade conferences to obtain knowledge of the finance industry and meet one-on-one with authors

**Editorial Assistant, Finance**

**November 1999 to July 2000**

*Harcourt College Publishers, Philadelphia, PA*

- Supported editorial team in the development of textbooks, including overseeing project schedules, obtaining reviews for all titles, and managing author communications

**Sales Support Correspondent, College Division**

**October 1998 to October 1999**

*McGraw-Hill Companies, Hightstown, NJ*

- Supported territory of sales representatives by approving and securing textbook adoptions

**EDUCATION**

**Bachelor of Arts in Journalism/Professional Writing**

**May 1999**

*The College of New Jersey (formerly Trenton State College), Ewing, NJ*

Minors in Psychology and Gender Studies