

Marinda J. Valenti, MS

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Production Editorial and Project Management Professional

Ten years of experience as an editor and proofreader, with expertise in children's literature, manga, light novels, and adult-level literary fiction, business, memoir, spiritual, and self-improvement books. Managed production of 100+ titles annually across 4 imprints and delegated responsibilities to associate editors, interns, and freelancers. Streamlined production editorial workflow and implemented AI via ChatGPT for more efficient editing.

WORK EXPERIENCE

Senior Production Editor, Penguin Young Readers

Penguin Random House • Remote • 2017–Present

- Copyedited and proofreads materials (including manuscripts, typeset interiors, sales materials, and BOM copy) for 100+ titles per year across four imprints in all formats and age categories.
- Manages freelancer database; evaluates tests; provides feedback and guidance; recruits additional freelancers; logs project invoices and purchase orders.
- Delegates responsibilities and offers guidance to associate production editors; sets schedule and objectives for incoming production editorial interns.

Assistant Production Editor, Avon Impulse

HarperCollins Publishers • New York City, New York • 2015–2017

- Managed production schedule of 100+ annual adult genre-fiction digital-first books, coordinating with editorial, design, and production to ensure timely delivery of final products.
- Copyedited and proofread manuscripts and covers.
- Corresponded with freelance proofreaders and copyeditors and reviewed their work and created purchase orders, distributed freelancer contracts, and managed freelancer invoices.

Production Editorial Assistant, Trade Reprints

Scholastic • New York City, New York • 2014–2015

- Copyedited and proofread front and back matter, including teasers, and jacket copy, as well as digital corrections to EPUB files for ebooks.
- Updated and maintained production editorial schedule of 30–40 reprint titles per year.

EDUCATION

Certificate in Project Management

University of Washington • Graduating 2024

Master of Science in Publishing: Digital and Print Media

New York University • Graduated 2016

Bachelor of Arts in English; Women's Studies; Film

California State University-Fullerton • Graduated 2013

SKILLS

Developmental Editing, Scheduling, Blogging, Supervisory Skills, SEO Copywriting, Copyediting, Slack, Process Improvement, Artificial Intelligence (AI), Chicago Manual of Style, Google Docs, AP Stylebook, Book Production, Workflow Management, Content Management, Freelancer Outreach, Digital Project Management, Diversity & Inclusion, Web Content Writing, ChatGPT