

# Marinda J. Valenti, MS

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## Production Editorial and Project Management Professional

Accomplished production editor with over 10 years of experience in trade publishing across various genres. Proven track record in managing complex book production workflows, overseeing projects, and driving process improvements. Adept at maintaining high standards for editorial quality while juggling multiple projects in a deadline-driven environment. Skilled in copyediting, proofreading, and applying Chicago Manual of Style (17th and 18th editions) standards. Passionate about the craft of bookmaking and adept at collaborating with teams to deliver bestsellers.

## WORK EXPERIENCE

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### Senior Production Editor

**Penguin Random House** • Remote • 2021–present

- Review editorial production of 100+ titles annually across four imprints, coordinating with editorial, design, managing editorial, and production teams to meet strict deadlines and maintain quality standards.
- Manage recruitment, evaluation, and management of freelance copyeditors, proofreaders, and indexers; supervise their work and provide constructive feedback for improvement.
- Collaborate with associate editors, interns, and the management team to assign titles, optimize workflows, and improve production editorial processes.
- Responsible for schedule creation, problem-solving, and ensuring consistency with house style and standards.

### Assistant Production Editor, Avon / Voyager / William Morrow

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

- Managed the production schedule for 100+ adult genre-fiction titles per year, working closely with editorial and design teams to meet tight deadlines.
- Supervised freelance proofreaders and copyeditors; evaluated their work to maintain the high editorial standards of HarperCollins.
- Led the development of workflow improvements and process efficiencies, enhancing coordination between departments.

### Production Editorial Assistant, Trade Reprints

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

- Assisted in the production of 30–40 reprint titles annually, ensuring the accuracy of digital corrections for both print and ebook formats.
- Copyedited and proofread materials, including teasers, jacket copy, and back matter, while adhering to schedules and maintaining high editorial standards.

## EDUCATION

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### Certificate in Project Management

University of Washington • Graduated 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

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Production Editorial, Bookmaking, Trade Publishing, Chicago Manual of Style, Proofreading, Copyediting, Schedule Management, Workflow Optimization, Team Leadership, Freelancer Management, Project Management, Problem-Solving, Attention to Detail and Accuracy, Microsoft Word Mastery, Adobe Acrobat Proficiency, Electronic Text Coding, Supervision, Team Collaboration, Interdepartmental Communication, Mentorship/Training, Time Management, Process Improvement