

Marinda J. Valenti, MS

Poulsbo, Washington • (858) 213-9478 • mjvalenti@gmail.com • [linkedin.com/in/marindavalenti](https://www.linkedin.com/in/marindavalenti) • www.marindaproofreads.com

Production Editorial and Project Management Professional

Accomplished production editor with over ten 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 book production and team collaboration to create high-quality work. Proficient in project management software, including Smartsheet, Basecamp, and Monday.com, with familiarity in Agile methodologies.

WORK EXPERIENCE

Senior Production Editor

Penguin Random House • Remote • 2021–present

- Reviews 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.
- Oversees recruitment, evaluation, and management of freelance copyeditors, proofreaders, and indexers; supervises their work and provides constructive feedback.
- Collaborates with editors, interns, and the management team to assign titles, optimizes workflows, and improves production editorial processes.
- Develops schedules, resolves issues, and ensures consistency with house style and standards.

Assistant Production Editor, Avon / Voyager / William Morrow

HarperCollins Publishers • New York City, NY • 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 to maintain HarperCollins' high editorial standards.
- Developed workflow improvements and process efficiencies, enhancing coordination between departments.

Production Editorial Assistant, Trade Reprints

Scholastic • New York City, NY • 2014–2015

- Assisted in the production of forty reprint titles, ensuring the accuracy of digital corrections for both print and ebook formats.
- Performed copyediting and proofreading of materials, including teasers, jacket copy, and back matter, while adhering to schedules and maintaining high editorial standards.

EDUCATION

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 with minors in Gender Studies and Film

California State University-Fullerton • Graduated 2013

SKILLS

Production Editorial, Book Production, Trade Publishing, *The 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, Smartsheet, Agile, Basecamp, Monday.com