

Jennifer Kepler

Editor + Publishing Professional

CONTACT

✉ jennkepler@gmail.com
☎ (954) 240-4277
📍 Portland, OR
🌐 [LinkedIn](#)

SUMMARY

For the past 17 years, I have been working with authors and publishers to produce high-quality books and content. I apply my years of industry experience and passion for editing to every project, helping writers feel confident in their success.

EDUCATION

University of Central Florida, 2007

B.A., Creative Writing
Minor in Magazine Journalism

SKILLS

- Editorial project management
- Copyediting
- Proofreading
- Fact-checking
- Researching
- Writing

STYLE MANUALS

- CMOS
- AP
- APA
- MLA

TECHNOLOGY

- Mac OS
- Microsoft Suite
- Google Suite
- Adobe Acrobat Pro
- Asana
- Monday
- Wordpress

EXPERIENCE

Senior Production Editor

No Starch Press, San Francisco, CA (remote) August 2021–Present

- Manage the production of at least 10 books per year
- Vet and hire freelance copyeditors, proofreaders, page designers, and indexers; review their work and provide feedback
- Conduct page reviews, quality-check ebooks, and review printer proofs
- Edit and proofread back cover copy and marketing materials
- Adopt new technologies and workflows to improve consistency, quality, and efficiency
- Update internal process documentation and checklists to reflect changes in procedures
- Maintain the house style guide
- Train new hires and mentor associate production editors
- Provide ongoing support to authors throughout the production process
- Lead virtual production transmittal meetings and collaborate with remote colleagues

Editor & Owner

Cypress Editing, Portland, OR March 2013–Present

- Provide copyediting and proofreading services on a contract basis for traditional publishers, businesses, editorial agencies, and independent authors
- Foster long-term relationships with clients
- Edit and proofread content for print and digital publishing
- Prepare project-specific proposals and contracts
- Handle invoicing and track all payments and expenses
- Stay active in the local publishing community by attending author readings, speaking at conferences, and participating in local editor meetups

Managing Editor

BarCharts Publishing Inc., Boca Raton, FL June 2010–March 2013

- Consulted with executive management on in-house objective and target market for all content; interfaced with other key departments (Product Development, Sales, Marketing, Customer Service, and Distribution)
- Instituted a workflow that significantly increased the quality of titles produced
- Acquired new authors and maintained relationships with existing authors
- Prepared contracts and processed author and freelancer payments
- Developmentally edited, fact-checked, formatted, and copyedited manuscripts
- Proofed typeset copy and verified corrections
- Oversaw assistant editor and ensured competent proofreading and editing
- Regularly updated the house style guide
- Maintained reprints
- Reviewed and responded to permission requests to use product material

Editorial Project Manager

Scribe Inc., Dania, FL Jan. 2008–June 2010

- Created project bids, managed all incoming book projects from high-priority clients, and assigned project managers
- Maintained network of freelance editors and indexers and handled freelancer contracts
- Ensured work of freelancers and in-house editors met publishers' standards
- Copyedited and proofread books and journals while adhering to each publisher's style guide
- Communicated with authors and publisher clients
- Recorded daily progress of projects in company production system
- Formatted and coded texts for multiple publishing purposes using XML markup language
- Used macros and styles in Microsoft Word to prepare manuscript files for copyediting