

Rachael Lauren Bindas

rachael.lauren.bindas@gmail.com | linkedin.com/in/rachaellaurenbindas | 724-331-6169

CAREER SUMMARY

Dorrance Publishing Company Pittsburgh, PA
Publishing Coordinator September 2020 – Present

- Liaise between 800+ authors and editors, page designers, cover designers, and illustrators to develop books from concept to publication; provide comprehensive guidance to authors throughout the production process.
- Conduct weekly quality control reviews to ensure book materials are grammatically correct, properly punctuated, correctly formatted, and of highest quality.
- Review digital and printed artwork for quality assurance and copyright liability.

Dorrance Publishing Company Pittsburgh, PA
Copy Editor & RoseDog Imprint Back Ad Writer November 2020 – Present

- Copy edit full-length novel and non-fiction manuscripts for grammar, spelling, and punctuation using the Chicago Manual of Style; write author biographies and book synopses to be used as back cover text for promotional and distributional purposes of Dorrance and RoseDog Imprint books.

Dorrance Publishing Company Pittsburgh, PA
Writing Coach October 2020 – Present

- Consult with authors via phone and email to develop the scope of their manuscripts' needs before beginning work on projects; perform developmental edits of manuscripts, paying specific attention to character development, plot structure, writing style, and story flow.
- Write editor's letter upon completion of work to summarize feedback and demonstrate specific writing techniques on how authors may improve their work.

University of Pittsburgh School of Nursing Pittsburgh, PA
Program Administrator October 2019 – September 2020

- Provided administrative support to clinical and research faculty; coordinated meetings; recorded meeting minutes; handled account reimbursements; booked travel arrangements; processed expense reports.
- Assisted graduate students with class scheduling; maintained student applicant files; processed graduation applications; created newsletter to showcase faculty and student program accomplishments.

Pretty Owl Poetry Pittsburgh, PA
Assistant Editor August 2019 – January 2021

- Created monthly installment series, *POPfeatures*; evaluated poetry and flash fiction submissions via Submittable; assisted with production of quarterly magazine issues; maintained WordPress website and social media accounts; called for submissions via email and social media platforms; composed press releases, blog posts, promotional emails, monthly Mailchimp newsletters, and instructional manuals.

University of Pittsburgh Pittsburgh, PA
Undergraduate Teaching Assistant January 2019 – April 2021

- Lectured Contemporary Fiction writing students; provided constructed criticism and proofread short stories individually to improve students' writing; mentored students in short story development throughout the drafting process.

Before the Sun Wakes Up Pittsburgh, PA
Author June 2017 – April 2018

- Wrote and published children's book, including copyright page and title page, in collaboration with illustrator; copy wrote book's mission statement for promotional website; garnered media attention and publicity to promote book; monitored social media accounts to build audience of over 1,000 accounts; facilitated successful Kickstarter campaign, exceeding initial financial goal by 50%.

Graduate School of Public Health Pittsburgh, PA
Assistant to the Administrator of Epidemiology September 2015 – August 2019

- Handled incoming and outgoing mail; provided miscellaneous administrative support to staff and faculty.

EDUCATION

University of Pittsburgh April 2019
Bachelor of Arts in English Writing

- Magna cum laude; GPA: 3.55/4.0; Dean's List: Spring 2017 – Spring 2019
- Minor in Gender, Sexuality, & Women's Studies
- Certificates in Children's Literature and Sustainability