

erin anne riojas

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Education

Michigan State University, East Lansing, MI
BA in Professional Writing
Concentration in Editing and Publishing and Creative Writing
August 2002–May 2006
Graduation with Honors

Professional Experience

Medical Arts Press, Editor
Lincolnshire, IL 60069
March 2007–May 2009

- Mastered Medical Arts Press style in one month to edit with expectations of 100% accuracy; trained new associate on editing style and processes
- Edited catalogue spreads, e-mails, web ads, blog posts for content, style, branding, and consistency; used Adobe InDesign to correct minor catalogue errors
- Used Medical Arts Press voice to write catalogue and e-mail copy for a variety of office supplies and medical office supplies, and to promote Medical Arts Press brand
- Wrote and edited articles for Quill (parent company) customer newsletters, *Pen Pal* and *Office Living*; wrote for and edited Medical Arts Press newsletter, *Pulse of Your Practice*; wrote medical, dental, chiropractic, and veterinary cartoons for *Pulse of Your Practice*
- Used Photoshop to design and build web ads for Quill.com and Medicalartspress.com

Edmund London & Associates, Architects and Planners, Office Manager
Southfield, MI 48034
July 2006–March 2007

- Managed weekly payroll and monthly invoicing; maintained financial records and company QuickBooks files
- Rebuilt company website using Dreamweaver; edited brochure and web content; designed ads for e-mail campaign
- Generated and edited official architectural contracts and agreements
- Fielded telephone calls and electronic and paper correspondence

Michigan State University Press, Acquisitions Assistant
East Lansing, MI 48823
January 2005–May 2006

- Proofread and marked book manuscripts for publication
 - Composed manuscript reviews for Acquisitions Editor
 - Processed manuscripts at all levels of publication
 - Corresponded with authors and peer reviewers
 - Composed letters of rejection and acquisition
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Abilities

- Proficient in Microsoft Office; Microsoft Windows and Mac Systems; Internet browsers and Internet research
 - Familiar with Adobe Photoshop, InDesign, Illustrator, Acrobat; Macromedia/Adobe Dreamweaver; Quark; HTML code
 - Experienced in creative writing, copy writing, copy editing, and marking copy for professional publication
 - Experienced in document design and graphic design
 - Experienced in web authoring and creating basic web pages
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Extras

- Socialization Volunteer – Blue Ridge Humane Society, Edneyville, NC, present
- Socialization Volunteer – Tree House Humane Society, Chicago, IL, Jan.–May 2009
- Cycling and fundraising participant – The Leukemia & Lymphoma Society's Team In Training, El Tour de Tucson century ride, Summer–Fall 2006
- Fiction Editor – *The Offbeat*, student-run creative arts journal at Michigan State University, January 2004–May 2006
- Michigan State University study abroad program – French Language, Literature, and Culture in Tours, France, Summer 2005