



Donald Walker

Editor

Assistant editor with two years in trade nonfiction and a journalism degree. Strong on Chicago style, line edits, and the small unglamorous tasks (permissions, captions, callouts) that keep a book on schedule.

CONTACT INFORMATION

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KEY SKILLS

- Chicago Manual of Style
- Line editing and copyediting
- Proofreading and cold reads
- Manuscript evaluation and reader reports
- Permissions and rights clearance
- Jacket and catalog copywriting
- Fact-checking and source verification
- Style sheet maintenance
- Submissions tracking and log management
- Microsoft Word with Track Changes
- Adobe Acrobat markup
- Production schedule coordination

PROFESSIONAL EXPERIENCE

Assistant Editor | Greyhound House Press, Pittsburgh, PA
2023 - Present

- Support two senior editors across a list of roughly 14 titles per season, from acquisition through final pages.
- Logged and routed over 600 submissions in 2024, flagging 22 for full reads.
- Drafted reader reports, jacket copy, and tip-in sheets for fall and spring lists.
- Run permissions clearance for image-heavy projects, including a 90-photo memoir cleared on a tight six-week window.

Editorial Intern | Riverbend Review, Pittsburgh, PA
2022 - 2023

- Proofread the quarterly issue and helped maintain the style sheet.
- Read the slush pile (around 40 submissions per week) and wrote short evaluations.
- Fact-checked three feature essays and confirmed sourcing with named subjects.

EDUCATION

B.A. in Journalism, minor in English, University of Pittsburgh, 2022

Columbia Publishing Course, Summer 2022