

ALEXA BOLTON

WRITER | EDITOR | CREATOR

I am a hardworking, driven and detail-oriented graduate from Belmont University's Publishing program and the Denver Publishing Institute with strong writing and communication skills. I am eagerly looking to find a unique outlet for my passion for the impact of the written word.

ACADEMIC BACKGROUND

University of Denver

GRADUATE CERTIFICATE

JULY 2020 - AUGUST 2020

- Denver Publishing Institute
 - Workshops in editing, marketing, and publicity
 - Lectures covering the business of publishing, including agenting, subsidiary rights, and sales

Belmont University

BACHELOR OF ARTS AND SCIENCES

AUGUST 2016 - MAY 2020

- Publishing major, Writing minor
- Belmont University Honors Program
 - Completion of original thesis project (April 2020)
- Honors Student Council
 - Newsletter Editor (2017-2019)
 - Vice President (2019)
- Belmont Literary Journal, Web Designer, 2017
- Dean's List

INTERNSHIPS

Children's Marketing and Media Intern

PUBLISHER SPOTLIGHT

JAN 2020 - MAY 2020

- Wrote introductory letters to major review publications
 - Kirkus Reviews, Publishers Weekly, School Library Journal
- Attended weekly client launch and pre-sales meetings
- Updated shared databases with relevant reviews
- Assisted in company booth at major conferences
- Engaging with booth visitors about current titles
- Managed packaging and shipping for awards and reviewers

Editorial Intern

HARPERCOLLINS CHRISTIAN PUBLISHING

SEP 2019 - DEC 2019

- Executed format checks of manuscripts in their final design
- Conducted light to heavy copy-editing on a variety of manuscripts
- Styled manuscripts using house mark-up language
- Organized and named graphic files according to house standard
- Attended editorial meetings
- Assisted supervising editor with other tasks

Literary Assistant

JONES LITERARY

JAN 2019 - MAY 2019

- Edited author proposals and speeches for content clarity
- Identified excerpts within manuscripts for secondary publishing
- Created introductory primer for acquired children's authors
- Communicated with founder to gain assignments
- Managed content between authors and media sources

WORK HISTORY

Literary Agent

WORDLINK INC.

SEPT 2021 - JUN 2022

- Managed dozens of digital submissions weekly
- Evaluating manuscripts for style, composition, and marketability
- Communicated with authors in a range of formats
- Crafted proposals and pitches for acquired manuscripts
- Sold manuscripts to a curated list of editors

Narrative Writer and Marketing Assistant

SALIX AUGAET

AUG 2021 - JUN 2022

- Co-created an extensive world and corresponding lore in which the studio's current project is set, including six unique zones of gameplay
- Market analysis of the current indie video game market, and crafted graphs of Steam player statistics

Editorial and Marketing Liason

WRITEWAY CO

FEB 2021 - JUN 2022

- Developed comprehensive marketing plans
- Crafting influencer lists to appeal to specific audiences
- Editing book proposals for content and clarity
- Providing a unique list of agents and publishers for authors to consider
- Completed a developmental edit of an author's 175,000 word manuscript

Publishing Coordinator

DEXTERITY COLLECTIVE

OCT 2020 - JUN 2022

- Provided proofreading services for 50 back-catalog manuscripts
- Completed formatting checks for completed manuscripts
- Wrote back cover and Amazon descriptive copy for three different titles
- Designed social media graphics and captions
- Constructed metadata for Spring 2021 titles

Marketing Project Manager

GOHAGAN & COMPANY

APR 2022 - CURRENT

- Manage the creation and distribution of all printed marketing materials—including proposals, brochures, flyers, and client marketing collateral—for over 25 international travel programs each year.
- Proofread, verify, spell check, edit and/or revise all brochure and marketing copy written for template adherence, accuracy and appropriate overall tone and to verify adherence to client style.
- Organize schedules and contributions from a team of designers and writers. Work quickly to assign and implement itinerary changes to affected materials.
- Coordinate with clients to ensure proper branding and specifications.
- Digitally package completed brochures for printing and mailing.
- Write and produce program videos, social media videos, and HTML email content.