

Katie McDonough

www.thewritekatie.com • thewritekatie@gmail.com • @thewritekatie

Experience	Associate Agent The Shipman Agency. Ridgewood, NY – Negotiate fees and secure contracts for authors’ readings and speaking engagements – Correspond with authors, venues, travel agents, and other contacts to plan all aspects of author events – Create itineraries and call sheets for in-person and virtual events – Complete vendor paperwork, send invoices, and follow up on payments	3/22–present
	Freelance Writer & Editor Based in Brooklyn, NY I copyedit and proofread materials ranging from academic papers and book manuscripts to marketing and website copy, with special expertise in APA and Chicago Manual of Style.	8/13–present
	Marketing Media Manager National Book Foundation. New York, NY National Book Awards – Assisted in planning and execution of annual National Book Awards Ceremony and Benefit Dinner – Secured sponsor for National Book Awards After-Party; planned and executed all aspects of event – Managed one of four National Book Awards judging panels throughout submission and judging process – Promoted past and current winners and finalists through website and social media Year-Round Marketing and Promotion – Managed Foundation’s Facebook, Tumblr, and Twitter accounts – Tweeted “live” from conferences and events, such as AWP, BookExpo, and the Brooklyn Book Festival – Wrote all website and promotional copy – Wrote, laid out, and sent monthly e-newsletter and e-blasts using Constant Contact – Worked with designers and printers to create save-the-dates, invitations, brochures, and other materials	9/08–8/13
	Project Editor, Series Acquisitions Adams Media. Avon, MA – Worked closely with authors and agents on nonfiction book projects – Hired authors, wrote contracts, and set writing deadlines – Managed authors throughout the writing process – Wrote cover and catalog copy – Researched and presented ideas for new books and series	10/07–6/08
	Development Editor Adams Media. Avon, MA – Worked closely with authors, agents, and freelancers – Edited manuscripts for content and organization – Maintained schedules, style guides, and author manuals – Wrote cover copy – Proposed directions for new books and series	9/04–10/07
Education	The New School. New York, NY – Master of Fine Arts in Creative Writing, Nonfiction	8/08–5/10
	State University of New York, Geneseo. Geneseo, NY – Bachelor of Arts in English (dual major: English and Spanish) – Studied abroad at the Universidad de Oviedo in Oviedo, Spain, 1/03–5/03	8/00–5/04
Interests	Reading and writing, environmental issues, animals, yoga, cooking, community, travel	