

Mark S. Bennett

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Editing Experience

University of Chicago Press, Books Division

Chicago, Illinois

Editorial Associate, Manuscript Editorial Department

December 1999-December 2001 (worked full-time)

- Copy edited and proofread new frontmatter and endmatter for reprint editions
- Copy edited and proofread all page corrections for subsequent editions
- Contracted and coordinated freelance work of copy editors, proofreaders, and indexers for larger volumes
- Worked with production, design, and promotions groups in varying capacities for new books
- Recorded and distributed minutes from weekly editorial/production meetings

National Congress of Parents and Teachers (National PTA)

Chicago, Illinois

Copy Editor/Proofreader, Communications Department

December 2001-August 2004 (worked full-time)

- Copy edited articles and proofread page proof for bimonthly *Our Children* magazine
- Wrote articles and columns for *Our Children* magazine
- Wrote and distributed *National PTA Weekly* electronic newsletter
- Copy edited *This Week in Washington* weekly electronic newsletter
- Copy edited and proofread National PTA annual convention programs
- Copy edited and proofread all official inter- and extra-office memos, including annual financial report
- Compiled and distributed house style guide for National PTA

Freelance Editing for books published by Lyceum Press, Inc. (Chicago) and Roosevelt University (Chicago)

Education

University of Illinois at Chicago

Chicago, Illinois

Ph.D. in English Literature (in progress, began August 2004)

- Working as teaching assistant for first-year writing courses
- Currently teaching self-designed composition course "America and 9/11: Writing About the War on Terror"

DePaul University

Chicago, Illinois

Master of Arts in English Literature

- Graduated with Distinction June 2004

Wittenberg University

Springfield, Ohio

Bachelor of Arts in English

- Graduated with Departmental Honors May 1999

Other Related Activities

University of Denver Publishing Institute

Denver, Colorado

July-August 1999

- Completed four-week course offering introduction to all aspects of book publishing, including acquisitions, manuscript editing, production, design, and marketing/promotions

Third Annual Graduate Conference of Language and Literature

University of Louisiana at Lafayette

April 2-3, 2004

- Runner-up for Second Annual Darrel Bourque Award for Best Conference Essay

Sun Newspapers

Cleveland, Ohio

News Intern

May-August 1998

- Wrote news and feature stories on a weekly basis for Sun Newspapers chain

The Wittenberg Torch

Wittenberg University, Springfield, Ohio

News Editor

September 1997-December 1998

- Wrote, edited, and proofread news stories on a weekly basis
- Assigned news stories to student reporters and tracked their progress
- Designed and laid out news section with Quark Express

References Available Upon Request