



KATY MASTROCOLA

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PROFESSIONAL EXPERIENCE

*Clarion Books (formerly
HMH Books & Media)*

Production Editor
May 2020–present

**Associate
Production Editor**
April 2019–May 2020

**Production
Associate**
November 2015–April 2019

- Manages the production and scheduling of over 200 ebooks a year for young readers' imprints
- Designs device-agnostic ebook layouts for reflowable and fixed layout formats
- Proofreads and advises team members in the ebook quality assurance process
- Researches and incorporates better WCAG 2A accessibility practices into ebook workflow
- Reorganizes and maintains the navigability of the digital archive
- Documents and reviews metadata utilizing content management systems
- Transforms and styles manuscripts
- Trains and mentors junior team members in digital skills
- Contributes to team process documentation, intuitive resource organization, and troubleshooting
- Advocates for accessibility initiatives in the education subcommittee of Diversity Council

The MIT Press

**Digital Initiatives
Intern**
May 2015–November 2015

- Cleaned up ebook HTML
- Provided ebook quality assurance
- Prepared ebook files for sale to vendors
- Refined images for RGB formatting
- Edited journal metadata using content management systems

EDUCATION

Emerson College
Sep 2014–May 2016

- MA, Writing and Publishing
- GPA: 4.0
- Co-founded and wrote for the *Minerva Magazine* website on WordPress

Hamilton College
Aug 2009–May 2013

- BA, English and Psychology
- Cum Laude
- Concentration Honors
- Member of Psi Chi

AWARDS

**Ebookcraft's So You Think You
Can Code?**
2018, 2019: First place

The New England Book Show
2020: First place, reflowable ebooks
2019: Third place, reflowable ebooks

STRENGTHS

Highly Communicative // Compelling Storyteller // Determined Problem-Solver
Attentive to Detail // Efficient Organizer

PROFILE

I am a digital publishing specialist with seven years of experience in ebook production. Highly skilled in markup languages and digital design, I strive to efficiently produce eye-popping, innovative, and accessible media.

SKILLS

Publishing

- Ebook Production
- Copyediting and Proofreading
- Adobe Creative Suite: InDesign, Photoshop, Acrobat, Premiere, Illustrator
- Manuscript Coding/Tagging
- Archiving
- Managing Editorial
- Microsoft Office Suite

Web Development

- XHTML5
- CSS
- XML
- Javascript
- WCAG standards
- Content Management Systems: Sharepoint, Wordpress, Drupal, Al Fresco, Box, GitHub, Basecamp
- Keywords/SEO
- Metadata
- Alt Text Writing

VOLUNTEERING

- Graphic Designer for the Anime Boston Publications Team, 2018–present
- Board Member for Bookbuilders of Boston, 2018–2019
- Member of the 60th New England Book Show Committee, 2016–2017