

print and Web design
typography | editing
handcrafted Judaica

ERICA L. SCHULTZ

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<http://theworld.com/~muffin/design/>

OBJECTIVE

Full-time, contract, or freelance work capitalizing on my graphic design, desktop publishing, editing, and/or writing skills.

COMPUTER SKILLS

Windows

InDesign CS2, QuarkXPress, PageMaker 6.5, Photoshop, Illustrator, Acrobat, MS Office, and other applications; HTML and LaTeX coding by hand.

Macintosh

QuarkXPress, Acrobat, PageMaker 6.5, Illustrator, Photoshop, MS Word, FileMaker Pro.

PUBLISHING EXPERIENCE

March 2007–present
Sept. 2005–March 2007

Freelance book production, Design by Erica Schultz, Somerville, Massachusetts.

Senior Production Editor, A K Peters, Ltd., Wellesley, Massachusetts.

Supervised two-person production department of small academic publisher. Managed in-house composition and print production of approximately 25 titles per year. Design responsibilities included book text, some covers, print ads and catalogs. Composition in InDesign CS (PC) and LaTeX. Estimating, scheduling, and manufacturing of new titles and reprints. Produced e-book versions of new and backlist titles for outside vendors. Maintained electronic archives of all published materials.

Jan. 1999–Sept. 2005

Electronic Publishing Coordinator, The MIT Press, Cambridge, Massachusetts.

Served as in-house book compositor, responsible for typesetting approximately 25 new titles per year in Quark and PageMaker (Mac). Handled trafficking of author-supplied electronic files, troubleshot questions from authors and Press staff regarding electronic files, and maintained archives of final files for all books produced electronically.

May 1994–Dec. 1998

Production Coordinator, Brookline Books/Lumen Editions, Cambridge, Massachusetts.

Responsible for production of approximately 15 books per year. Managed incoming author materials (disks, hard copy, and graphics); copy-edited manuscripts; designed and typeset book interiors; produced final camera-ready text reprints; compiled specs and requested bids from printers; served as printer liaison and inspected final proofs. Designed, wrote copy, produced, and ordered film output for book covers in 2–4 colors, and marketing materials (display ads, flyers, catalogs) in 1–2 colors.

Sept. 1989–May 1993

Co-editor and Production Assistant, student publications, Brandeis University.

Content selection, layout, and proofreading for *Kether*, a campus literary magazine; *Double Visions*, a science fiction magazine; and *Hirhurim*, a Jewish magazine. Assisted the op-ed section of the Brandeis independent student newspaper, the *Justice*, with typesetting, layout, and extensive proofreading. Edited the 1991 *Course Evaluation Guide*: hired two assistants and created a booklet summarizing student evaluations (statistical and written) of all Brandeis undergraduate courses for 1990-91.

TRADE EXPERIENCE

Aug. 1991–May 1995

Special Order Manager/Trade Book Buyer, Barnes & Noble #703, Brandeis University.

Responsible for purchasing decisions, receiving, merchandising, and returns for over 300 square feet of inventory in 22 subject categories.

EDUCATION/HONORS

2006

Juror, 2006 New England Book Show (Bookbuilders of Boston).

1997

Northeastern University, Boston, Massachusetts.

Coursework in graphic design (University College).

1993

Brandeis University, Waltham, Massachusetts.

B.A. *summa cum laude* with high departmental honors in English and American Literature.

National Merit Scholarship and Justice Louis D. Brandeis Scholarship.

Phi Beta Kappa. Dean's List. Cumulative GPA: 3.845.

1988

National Council of Teachers of English Achievement Award in Writing.

Fluent in French; knowledge of German, Italian, and classical and modern Hebrew.