

ANNA FERGUSON

Assistant Editor

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PROFESSIONAL SUMMARY:

Motivated editor with a strong foundation in fiction literature, research, proofreading, and project management. Adept at managing remote projects and collaborating with creative teams to produce high-quality, compelling content. Strong learner with an eye for detail, a penchant for formatting, and a heart for inspired content. Sincere interpersonal skills with a talent for team-building and fostering efficient working relationships. Looking to contribute skills in editing, research, and project management to support publishers and enhance copy delivery.

EDUCATION:

Texas A&M University - Bachelor of Arts and Sciences in English, Minor in Spanish

Graduated: May 2023 | Honors: Phi Kappa Phi | Specializations: Fiction Literature

Lone Star College: Tomball - Associate of Arts

Graduated: May 2020

WORK EXPERIENCE:

Alpha Book Publishers | Publishing Intern | 29 August, 2024 - Present

- Collaborate with publicists to publish quality content, adhering to strict editorial standards.
- Designed and wrote copy for original novels.
- Assist in managing remote scheduling, proofreading manuscripts, and providing feedback for improvement.

99Tutors | Freelance English & Writing Tutor | 21 August, 2024

- Provide tutoring services in English literature and writing, guiding students to meet academic standards.
- Maintained professional yet pleasant demeanor.

The Talent Collective | Freelance Contract Writer | 15 June, 2024

- Provided professional copy for a variety of start-up clients, collaborating remotely on multiple projects.

ACTIVITIES:

Freelance Blogger | Disability Rights + Creative Blogger | 7 January, 2024 - Present

- Developed content for personal blog focused on disability rights and creative literature.
- Regularly produced high-quality, original copy with consistent branding and theme.

Contract Volunteer | Beloved & Beyond Camp | January 2020 - Present

- Assessed individuals' needs and communication styles to determine best mechanisms for caretaking.
- Co-managed and co-opted professional kitchen for 500+ people per sanitary camp procedures.

Service Project Committee | Heritage Homeschool Student Council | September 2016 - December 2018

- Instigated and delegated service projects as a Service Project Committee Member.
- Collaborated with international nonprofits to assist overseas crises and instill adolescent moral.

SKILLS:

- Proficient in Microsoft Office, Google Workspace, and Zoom for collaborative writing and editing.
- Skilled in research tools like Search Engine Optimization (SEO) and Zotero.
- Knowledgeable in editorial best practices, proofreading, and content management systems (CMS).
- Experienced in analyzing and editing literary discourse, specializing in fantasy, science fiction, YA, and children's literature.
- Trained in teamwork and delegation, writing quality content, and implementing creative solutions.