

Rachel Gilman

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Work Experience

Oxford University Press, New York, NY

Editorial Assistant: Trade Religion, History, and Classics — October 2020 – Present

- Evaluate proposals for nonfiction titles. Communicate with authors, editors, and other content creators throughout the publication process. Oversee administering external review panels, the creation of digital assets, and preparation of manuscripts for transmittal. Assist with permissions. Collaborate with marketing and publicity teams on trade catalog campaigns.

Grove Atlantic, New York, NY

Freelance Contractor: Sales, Marketing, Production — September 2020 – Present

- Delve into metadata relating to over 1,900 backlist titles, including BISAC, Thema, Keywords, Specs, Narratives, and Awards. Assess/report on sales movements. Use CoreSource to update Onix feeds. Retrieve data from IQ to report and predict sales trends. Expand independent bookstore connections and research marketing strategies. Coordinate reprints with production.

Publicity/Marketing Intern — September 2019 – August 2020

- Researched and contacted press outlets for possible coverage. Drafted copy for press materials. Organized and completed press mailings/emails. Assisted with virtual and in-person tour preparations. Improved series metadata in CoreSource.

The Rational Creature, New York, NY

Creator/Editor-in-Chief — December 2016 – Present

- Established a team of creators/editors to review content. Built website and run social media platforms. Design journal and promotional material. Organize launch and other events. Send newsletters to subscribers. Run online marketing campaigns.

Lutyens & Rubinstein Literary Agency, London, UK

Office Intern — January 2020

- Updated review sheets for authors, agency website, and social media channels. Assisted in record keeping for foreign rights, royalties, and contracts. Helped bookstore with author events.

W. W. Norton & Company, New York, NY

Editorial Intern — January 2019 – April 2019

- Read manuscripts and proposals. Wrote reader's reports. Assisted with permissions for forthcoming books. Drafted catalog and jacket copy. Handled book mailings. Collaborated with marketing and publicity departments on research and campaigns.

Liza Dawson Associates Literary Agency, New York, NY

Intern — September 2018 – December 2018

- Reviewed manuscripts. Wrote reader's reports. Drafted rejection letters. Strategized publicity opportunities. Ran social media.

Education

University of Oxford, Kellogg College, Oxford, UK

MSt, Creative Writing

Columbia University, School of the Arts, New York, NY

MFA, Writing, Nonfiction

- *Columbia Journal*: Editor-in-Chief, Issue 58; Distributions Coordinator, Issue 57
- CA/T Community Classes: Instructor, "NSFW: Writing Effective Sex Scenes"

New York University, Gallatin School of Individualized Study, New York, NY

BA, Individualized Study, Summa Cum Laude, University Honors Scholar

- Senior Symposium Speaker, "Rational Creatures"
- WNYU-FM: General Manager (2016-2018), Executive Producer/Host of "The Write Stuff" (2015-2018; Winner, Intercollegiate Broadcasting System Award and Pinnacle Media Award for Best Talk Program), Executive Producer "The Rundown" (2015-2017); News Director (2016); Associate News Director (2015-2016); News Contributor (2014-2015)
- Dean's Award for Summer Research Recipient, "Island Life" audio documentary
- *Washington Square News*: Staff Columnist, "Hump Day Update" (2014-2018)

Skills

Microsoft Office Suite; Microsoft Teams; Google Suite; Ingram's CoreSource, iQ, and iPage; Bradbury Phillips; Cision; Publicity Assistant; WordPress; NPD DecisionKey; Mailchimp; GarageBand; Audacity; InDesign; Adobe Photoshop