

# RACHEL A.G. GILMAN

## CONTACT

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## EDUCATION

### MST, CREATIVE WRITING

UNIVERSITY OF OXFORD | EXP. FEB 2021

### MFA, WRITING - NONFICTION

COLUMBIA UNIVERSITY | MAY 2020

### BA, INDIVIDUALIZED STUDY

NYU GALLATIN 2018 | SUMMA CUM LAUDE

## SKILLS

- |                       |                      |
|-----------------------|----------------------|
| • CMS Platforms       | • Fact-checking      |
| • SEO Utilization     | • Event Organization |
| • Microsoft Office    | • Google Suite       |
| • Social Media        | • WordPress          |
| • Transcription       | • Decision Key       |
| • Bradbury Phillips   | • Ingram CoreSource  |
| • Publicity Assistant | • Mailchimp          |
| • Cision              | • Phone Skills       |
| • Copyediting         | • Submittable        |

## SELECT RECOGNITIONS

- ADELAIDE LITERARY AWARDS (Fall 2018, Short Story Finalist; Best Essay Finalist)
- ALUMNI AWARD, NYU GALLATIN (May 2018)
- SENIOR SYMPOSIUM SPEAKER (April 2018)
- ADELAIDE VOICES LITERARY CONTEST (Spring 2018, Short Story Finalist)
- INTERCOLLEGIATE BROADCASTING SYSTEM AWARDS (2017-2018 Finalist, 2016-2017 Winner)
- PINNACLE MEDIA AWARD (2017, Best Radio Talk Program)
- DEAN'S AWARD FOR SUMMER RESEARCH (June 2017)
- GALLATIN STUDENT RESOURCE FUND (2016)
- GALLATIN REVIEW (Vol. 31, 2016; Honorable Mention, Prose)

REFERENCES AVAILABLE ON REQUEST

## EXPERIENCE

### OXFORD UNIVERSITY PRESS

EDITORIAL ASSISTANT | OCTOBER 2020 - PRESENT

- Provide support to editorial staff by helping to evaluate proposals, communicating directly with authors and other content creators, and overseeing administering external review panels, the creation of digital assets, and preparation of manuscripts for transmittal.

### GROVE ATLANTIC, INC.

METADATA ASSISTANT | SEPT. 2020 - PRESENT

- Delve into metadata relating to Grove Atlantic's over 1,900 backlist titles, including BISAC, Thema, Keywords, Specs, Narratives, and Awards. Assess/report on sales movements in backlist sales. Use CoreSource to update Onix feeds. Retrieve data from IQ to report and predict sales trends.

PUBLICITY/MARKETING INTERN | SEPT. 2019 - AUG. 2020

- Organize and complete press mailings/emails. Research and contact press outlets for possible coverage. Draft copy for press materials. Increase metadata marketing capabilities.

### RADISH FICTION

FREELANCE EDITOR | AUGUST 2019 - PRESENT

- Edit 30K words per week of erotic/romantic fiction for serialized, subscription-based service.

### THE RATIONAL CREATURE

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.

### COLUMBIA JOURNAL

EDITOR-IN-CHIEF | JUNE 2019 - MAY 2020

- Oversaw creative and administrative development of Issue 58 as well as all print and online operations. Worked with faculty to set and keep budgets. Planned promotional events.

### LUTYENS & RUBINSTEIN LITERARY AGENCY

OFFICE INTERN | JANUARY 2020

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

### W. W. NORTON & COMPANY

EDITORIAL INTERN | JANUARY 2019 - APRIL 2019

- Read manuscripts and proposals to write reader's reports. Assisted with permissions for forthcoming books. Handled galley mailings. Drafted catalog and jacket copy.

### LIZA DAWSON ASSOCIATES LITERARY AGENCY

INTERN | SEPTEMBER 2018 - DECEMBER 2018

- Reviewed manuscripts and prepared reader's reports. Attended staff meetings to strategize for publicity.

### POPDUST

FREELANCE WRITER | MAY 2017 - OCTOBER 2018

- Wrote weekly digital columns on film and female musicians.

### WNYU-FM RADIO

GENERAL MANAGER | DECEMBER 2016 - MAY 2018

- Oversaw a staff of 150+ and all station operations. Coordinated meetings and recruitment events. Produced award-winning talk show, "The Write Stuff" (2015-2018).

### TV GUIDE MAGAZINE

EDITORIAL INTERN | SEPTEMBER 2017 - DECEMBER 2017

- Researched and wrote articles for TVInsider.com. Communicated with television network press agents. Assisted in the production of bi-weekly publication.