

Bailey Potter

I am a book publishing professional and freelancer with expertise in editorial, design, project management, and marketing. I am seeking opportunities to leverage my holistic understanding of publishing and unique skillset.

Freelance Book Editor & Designer

JUNE 2020 – PRESENT

Specializing in fantasy, speculative fiction, young adult, science fiction, and historical fiction, I can perform developmental edits, copyedits, line edits, proofreads, and fact-checking for authors and publishers. For design, I accept projects in any genre, designing interior layouts or covers. Forest Avenue Press has hired me for my editing services: I was the copyeditor, cover design consultant, and proofreader for their forthcoming anthology *Dispatches From Anarres: Tales in Tribute to Ursula K. Le Guin*. I am also a freelance cover designer for Crow House Press, and have been included in the freelancer pools of the following publishers: Tachyon Press, Overcup Press, and Fable & Ink Press.

Project Manager

Ooligan Press, Portland State University, OR

JUNE 2020 – JUNE 2021

Managed the Library Writers Project team of graduate students and oversaw the production process of Ooligan's first mystery novel, *Finding the Vein* (April 2021), and Ooligan's first fantasy title, *Court of Venom* (April 2022), the latter of which I acquired for the press. Acted as a liaison among the Ooligan LWP team, the press, the Multnomah County Library LWP team, the various departments in Ooligan, and the current projects' authors, providing communication and support as necessary. Assisted in editing both novels and developing their marketing plans. Designed the book interior, managed the successful marketing and social media campaigns, and coordinated the virtual book launch event of *Finding the Vein*.

Publishing Staff Member

Ooligan Press, Portland State University, OR

JANUARY 2020 – JUNE 2021

Contributed to a variety of tasks for different departments within the press, including acquisitions, editorial, marketing, digital, social media, operations, and design, while working both independently and as a team member.

Beekeeping Leadership Fellow

Student Sustainability Center, Portland State University, OR

SEPTEMBER 2020 – JUNE 2021

Assist the Beekeeping Coordinator in creating lesson plans and setting goals for the volunteer beekeeping task force. Design and edit event flyers and documents.

Digital Marketing Intern

Overcup Press, Portland, OR

JUNE 2020 – AUGUST 2020

Assisted in researching content for an upcoming nonfiction title. Contributed multiple book reviews for both backlist and forthcoming titles. Created graphic-rich content and copy for Instagram and Pinterest. Assisted with other various tasks for the press, including acquisitions, editing, market research, design, and social media.

To view more information and my portfolio, please go to my website: www.baileypotter.com



Luna Express

Editing, Design, &

Project Management

www.baileypotter.com

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503-826-6224

Skills

- Copyediting
- Developmental Editing
- Proofreading
- Book Design
- Marketing
- Chicago Manual of Style
- Google Suite
- Microsoft Office
- Adobe Illustrator, Photoshop, & InDesign
- SEO Analysis
- Wordpress
- Zoom
- Slack
- Trello
- Notepad ++
- Canva
- Visual Studio Code

Education

Master of Science: Book Publishing

Portland State
University, OR

SPECIALIZATION:
Editing & Design

Bachelor of Arts: Arts & Letters

Portland State
University, OR

MINORS:
English & Medieval Studies

Achievements

PHI KAPPA PHI MEMBER