

Rachel Done

B.A Honors in Art History, w/Focus on Art Practices/ Portland, OR / 541-217-1884 / RACHDONE@PDX.EDU

Education

M.A. in Book Publishing | Portland State University (PSU) | 2022

March. 2021–Current | Portland, OR

Relevant coursework: Book Publishing Software, Editing, Project Management, Grant/Proposal Writing, Technical Writing, Manga, Comics Editing, Writing Comics

Experience

Audiobooks Manager | Ooligan Press | Portland State University (PSU)

March. 2021–Current | Portland, OR

- My primary responsibilities are to establish and maintain Ooligan's process of recording and publishing audiobooks into our overall production workflow.
- Some of the things I have accomplished are: setting up a recording studio and infrastructure, tracking down pre-existing assets, establishing a production schedule, marketing research, and identifying titles to record.

Ooligan Press Associate | PSU

Sept. 2020–Current

- I worked on the following titles to print *Faultand* (2021), *The Step Back* (2021), *Short, Vigorous Roots* (2022), *Love, Dance, and Eggrolls* (2022), and *Extreme Vetting* (2023).
- My primary duties were wide and varied. I've written cover design briefs, handled and developed primary marketing material, prepared executive pitches, written social media blogs and posts, coded and proofed ebooks, as well as to find reviewers, and website QA.

Grant Writing | PSU

Jan. 2022–March 2022 | Portland, OR

- I was the primary communicator and project manager between both the client and the team members. I facilitated and organized group meetings, planned our work out for the project, oversaw the quality of the work, and assigned weekly assignments that suited the strengths and interests of the group.
- I wrote the deliverables such as the cover letter, marketing and social media plan.

Honors Editorial Fellowship | *Pacific Historical Review* | PSU

Sept. 2018–June 2019

- A quarterly published journal featuring original articles and reviews by scholars.
- My primary duties were to do copy and developmental editing, find potential blind peer reviewers, social media marketing, self reference checks, and Chicago style editing.

Internship at Native American Community Center | PSU

Sept. 2017–June 2018

- I was part of a group of students, led by Sara Siestrem (Hanis Coos), in which we wrote an [art catalog](#) preserving the art at the Native American Student and Community Center at PSU in nine months.
- Duties included working on a team, being able to work ahead and independently, in-depth research, writing, copy/development editing, photo documentation, administration, archival data entry and indexing.