

GABRIELLA JONES-MONSERRATE

Experienced Leader in Editorial Arts

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PROFESSIONAL EXPERIENCE

PRODUCTION EDITOR (2021-Present)

Solution Tree Press, Bloomington, IN

- Manage 5–6 concurrent book projects through the entire editorial process from manuscript assessment to publication
- Perform comprehensive developmental editing according to Chicago Manual Style and APA reference standards
- Create and maintain detailed style sheets and assess manuscript quality to outline specific editorial needs
- Collaborate cross-functionally with Associate Publisher, Editorial Director, designers, and other team members to ensure cohesive book structure and design
- Facilitate author relationships throughout the production process, providing guidance on revisions and improvements
- Oversee quality control for all aspects of book production including interior formatting, cover design, and printer proofs
- Secure external endorsements for marketing and promotion of published works

FREELANCE EDITORIAL CONSULTANT (2019-Present)

Independent Academic and Scholarly Services

- Provide specialized developmental editing and copyediting services for high-profile academic institutions and scholarly publications
- Collaborate with prestigious clients including Wayne State University, Fifth Avenue Press, Harvard University departments, and established professors
- Develop and refine scholarly manuscripts while maintaining rigorous academic standards and citation requirements
- Specialize in complex academic content including dissertations, journal articles, and scholarly books
- Consistently deliver polished manuscripts adhering to Chicago Manual of Style and APA formatting requirements
- Maintain simultaneous freelance projects while excelling in full-time editorial positions

Selected Academic Clients:

- Wayne State University Press
- Fifth Avenue Press
- Harvard University
- Independent scholars and professors from R1 research institutions

FICTION/DEVELOPMENTAL EDITOR (2020-2021)

The Urban Writers, Atlanta, GA

- Selected for promotion to specialized fiction editing team based on editorial excellence
- Guided clients through comprehensive book projects from conception to publication
- Performed developmental editing for novels, nonfiction books, and marketing materials
- Executed advanced formatting for technical documents and complex publications
- Managed production timelines and editorial workflows to ensure timely delivery of quality materials
- Completed multiple associate-level ghostwriting projects alongside editing responsibilities

PROGRAM DIRECTOR (2018-2021)

Ethelbert Cooper Gallery of African & African American Art, Harvard University

- Created press releases, exhibition copy, and social media content following AP style guidelines
- Managed production and design for all gallery exhibition catalogs in partnership with Harvard Associated Press
- Developed and maintained all web content and digital presence for the gallery and parent organization
- Restructured budgetary operations resulting in 25% annual cost reduction
- Created and maintained comprehensive digital archives and collection inventory systems
- Recognized as 'Harvard Hero' for exhibition management; project received multiple nominations and awards

EDUCATION

UNIVERSITY OF CALIFORNIA SAN DIEGO

- (Pending completion 2025) Certificate in Copyediting

HARVARD EXTENSION SCHOOL

- Master of Liberal Arts, Creative Writing & Literature
- Professional Certificate in Visual Arts

BOSTON UNIVERSITY

- Bachelor's Degree in English with concentration in race, gender, and sexuality studies

KEY SKILLS

Editorial Expertise

- Developmental Editing
- Copyediting & Proofreading
- Chicago Manual of Style (17th and 18th edition)
- APA Style (6th and 7th editions)
- Project Management
- Author Relations

Technical Skills

- Digital Content Creation
- Web Development
- Adobe Creative Suite
- Content Management Systems
- Production Workflow Optimization
- Microsoft Office Suite

COMMUNITY ENGAGEMENT

EXECUTIVE BOARD MEMBER (2021-Present)

Ann Arbor Book Society

- Collaborate with publishing professionals and local organizers to develop book-related programming and community access initiatives

COMMITTEE MEMBER (2020)

Cambridge Arts Council Mural Selection Committee

- Served on jury to evaluate artist proposals for multi-year public art installation in Harvard Square