

CLAUDIA VOLKMAN
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Enthusiastic publishing professional with over thirty-five years of experience. From book concept and manuscript to print-ready final files, proficient in managing and/or executing all aspects of the publishing process. Highly skilled in developmental editing, copyediting, and proofreading, copywriting, ghostwriting, layout and design/typesetting, contract negotiations, and working with printers, freelancers, and authors.

Freelance Editor/Book Designer, CREATIVE EDITORIAL SOLUTIONS (2005–present)

Creative editing/writing, copyediting, ghostwriting, cover and interior creation, project management, and consulting. Key clients include Bayard International, Hybrid Global Publishing, Random House/Image Books, Sophia Press, Our Sunday Visitor, Ascension Press, Rule29, and William H. Sadlier. Samples available on request.

Content Development Manager, BEACON PUBLISHING (June 2015–September 2018)

Acquired authors and created publishing plans; managed content creation (developmental editing, copyediting, proofreading); managed freelance editors and designers; created and managed the project schedule; worked with publisher and COO to build and maintain all aspects of publishing company.

Product Development Director, Servant Books, FRANCISCAN MEDIA (January 2011–May 2015)

Acquired authors and managed content creation; researched and developed cost and revenue projections for the Servant market; worked with authors to negotiate contracts; provided developmental editing; managed freelance editors; collaborated with editorial, design, and marketing on book manuscripts, sell sheets, and catalogs; worked with other media departments to create cross-purposed material. Key authors include Lino Rulli, Donna-Marie Cooper O'Boyle, Fr. Leo Patalinghug, Teresa Tomeo, Dr. Ray Guarendi, Jeff Cavins, Mark Hart, and Patrick Madrid.

General Manager, CIRCLE PRESS (April 2007–October 2010)

Managed all aspects of the book publishing division of Circle Media, Inc., former publishers of the *National Catholic Register*. Worked with authors, editors, designers, printers, and fulfillment to produce thirty new titles; managed backlist of another thirty titles. Designed and created several titles myself. Worked with marketing team to create eblasts and print and Web ads. Managed content on website. Negotiated author contracts and worked closely with printers on both domestic and overseas print runs.

Editorial Director/Project Manager, DEARBORN MEDIA PRODUCTIONS (2004–2006)

Provided editorial services, project management, and consulting services; managed all aspects of custom publishing. Part of the team that produced *Inside the Passion: An Insider's Look at The Passion of The Christ* by John Bartunek, LC, with a Foreword by Mel Gibson, and *Superman Returns*, an oversized illustrated custom coffee table book.

Creative Editor/Project Manager, TYNDALE HOUSE PUBLISHERS, INC. (1996–2004)

Provided editorial services and project management for the special sales division. Key Products: over forty books with Dorling Kindersley Publishers, UK; *The Passion of The Christ* coffee table book (US editions as well as nine foreign coeditions); fiction and nonfiction books, Bibles, calendars, gift books, CDs, and children's novelty book products. Also provided freelance proofreading.

Magazine Editor/Project Manager, UNION LIFE MAGAZINE (1981–1996)

Involved in all aspects of development and production of a thirty-two-page bimonthly magazine: editing, proofreading, layout and design, customer service, processing donations, and working with printers.