

# Cailin Simone Ashbaugh

reader writer editor

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## Education

B.A. Professional Writing and English, Michigan State University, 2016

Concentrations: Writing, Editing & Publishing and Creative Writing

Literature in London Study Abroad, Summer 2014

## Publications

- "The Town Witch"  
*Midwest Gothic* issue 24, January 2017
- "Two Men and a Truck Founder: Tips on Getting the Job Done" Startup Grind Blog, May 2015
- "Tom Salisbury: Tips on Who to Grow Your Business With" Startup Grind Blog, June 2015
- "SG Lansing: Immigrant to Serial Founder/Investor with Matt Roszak" Startup Grind Blog, July 2015
- "SG Lansing: The Long Games of Life and Public Relations" Startup Grind Blog, August 2015
- "Kayak the Sleeping Bear Dunes to Truly Experience Their Majesty"  
awesomemitten.com, October 17, 2016
- "Haunted or Helpful? The Allure of the Traverse City State Hospital"  
awesomemitten.com, October 10, 2016

## Professional Experience

Editorial intern, Milkweed Editions, Minneapolis, MN, January 2017—May 2017

- compiled and converted notes to Chicago Style citations for nonfiction projects
- researched potential reviewers, booksellers, and stops for author tours
- researched and wrote posts for blog
- designed galley covers and press releases in InDesign
- pagination proofs of prose and poetry
- assisted in sends of galleys and advanced reader copies
- screened submissions and wrote reader's reports of nonfiction

Managing editor, *Birds Piled Loosely* Press and Magazine, remote, November 2016—present

- screen submissions for online magazine, and first annual chapbook contest
- manage author communication
- use spreadsheets to compile author contact information
- create production schedules for online journals and chapbooks collaboratively with the rest of staff

Content Writer, *Awesome Mitten*, remote, September 2016—January 2016

- wrote monthly blog posts about things to do in Michigan
- used SEO tools to further *Awesome Mitten's* audience
- uploaded articles on WordPress platform
- researched interesting activities and places in Northwest Michigan

Editorial staff, *The Offbeat*, Michigan State University, Jan. 2016—May 2016

Social media manager, *The Offbeat*, remote, May 2016—August 2016

Prose acquisitions editor, *The Offbeat*, remote, May 2016—August 2016

- created and managed production schedule
- mobilized a large team of editors
- provided authors with publishing contracts and communicated with authors concerning edits of pieces
- edited manuscripts and page proofs
- maintained social media accounts
- created Twitter process document and started the hashtags #WackyWordsWednesday and #FunFactFriday

Production Manager, *Fourth Genre Explorations in Nonfiction*, Sept. 2015—May 2016

- assessed over 1,000 manuscripts for journal
- edited manuscripts and page proofs
- researched and managed VIDA Count data for gender inclusivity and representation
- managed production schedule
- provided authors with publishing contracts