

Miriam S. Taveras

- PHONE
(786) 817-8680
- EMAIL
sabinamtaveras@gmail.com
- WEBSITE
miriamstaveras.com

SKILLS

- Microsoft Office Suite
- Adobe Creative Suite
- Google Workspace
- Content management systems (WordPress, Squarespace, Wix, Omeka)
- Developmental Editing
- Copyediting (Chicago, AP)
- Airtable / Asana / Falcon.io
- SEO
- HTML / CSS
- Social media (Instagram, Twitter, Facebook)
- Canva
- OCR
- XML

RELEVANT COURSEWORK

- Magazine Writing
- Professional Editing
- Digital Archives
- Book Publishing Essentials
- Digital Publishing Essentials
- Book Editing
- Copyediting

LANGUAGES

- Spanish - Native Fluency
- French - Basic
- Chinese - Basic

EDUCATION

Emerson College | Boston, MA

Expected December 2024

M.A. in Publishing and Writing

Awards: Graduate Fellowship, Emerson Community Scholarship

University of Central Florida | Orlando, FL

December 2021

B.A. in English, Magna Cum Laude

Additional Certification: Editing and Publishing Certificate

Awards: Honors Undergraduate Thesis Scholarship, UCF Scholars Award, Book Research Scholarship Award from Latinx Leadership Program, *Cypress Dome's* Editor's Choice in Poetry

RELEVANT EXPERIENCE

Copy Chief / Copyeditor

October 2022 - Present

Redivider | Boston, MA

- Assigns manuscripts to team of copyeditors
- Communicates with authors on copyedited manuscripts, negotiating copy changes
- Finalizes approximately 20 manuscripts per issue and produces proof copy for each
- Composed and updates the magazine's style guide
- Provides feedback and training to copyeditors

Social Media Marketing Intern

February 2023 - May 2023

William Morrow / HarperCollins Publishers | New York, NY

- Scheduled/posted 15 social media posts a week on William Morrow Group's social media channels
- Researches and curates influencer lists of over 500 TikTok and Instagram influencers for the #MorrowTastemakers program
- Prepares book email blast to over 70 influencers a month, administering monthly selected book picks to Review Mailings.
- Manages influencer communication via Discord, email, etc.

Editorial Intern

January 2021 - May 2021

The Florida Review | Orlando, FL

- Proofread approved manuscripts ranging from fiction and nonfiction to poetry
- Evaluated over 45 submitted manuscripts from literary journal's slush pile
- Formulated pitch drafts and reader reports for promising content for the journal