

Kara Allison Stambach

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www.karastambach.com

SUMMARY OF QUALIFICATIONS

Highly motivated and detail-oriented Editor and Writer with more than seven years' experience meeting deadlines and polishing content for publication that exceeds quality standards, as well as proven effectiveness in organizing acquisitions and managing intern staff. Possesses twelve years of administrative experience with a demonstrated ability to guarantee client satisfaction and resolve time-sensitive issues.

AREAS OF EXPERTISE

Fundraising

Work-for-Hire Contracts

Acquisitions Development

Marketing Materials

Peer Reviewer Relationships

Licenser Negotiations

Sales P&Ls

Training Interns/New staff

Copyediting

ACCOMPLISHMENTS AS EDITOR

- Polished 130+ academic papers using the APA Style Guide.
- Edited 12+ original YA or children's titles for companies such as Random House and TOKYOPOP.
- Rewrote 60+ translated comics and novels using the *Chicago Manual of Style*.
- Managed Novels Department; increased acquisition of titles by approximately 30%.

ADMINISTRATIVE EXPERIENCE

- Wrote and edited 200+ proposals and concept documents for investors.
- Created company style guides, scripted production scenarios, and generated Sales presentations.
- Organized planning calendar, work-for-hire contracts, and Sales and Marketing materials.
- Directed research interns, freelance rewriters, interior layout artists, and cover designers.
- Evaluated authors, peer reviewers, book reviews, and online surveys.
- Proofread, edited, and reviewed both online and blue-line content, according to style guide sets.
- Prepared contracts, P&Ls, book orders, check requisitions, and quarterly publishing calendars.
- Researched and developed PowerPoint presentations.
- Proficient with Microsoft Office Suite (typing: 85 wpm).
- Familiar with Publishing Planning Tool, Final Draft, and Final Cut Pro.
- Completed in CCBC courses in Advanced CSS/HTML, Dreamweaver, and Photoshop.

EMPLOYMENT HISTORY

Grants Manager	Habitat for Humanity	Baltimore, MD	2011
Managing Editor	American Journal Experts	Durham, NC	2010
Games Editor	Icarus Studios, LLC.	Cary, NC	2007-2010
Novels Editor	TOKYOPOP, Inc.	Los Angeles, CA	2005-2007
Editorial Assistant	Lippincott, Williams & Wilkins	Baltimore, MD	2003-2005
Assistant to President	Brooks Financial Group	Timonium, MD	2001-2003
Leasing Agent	Seven Springs Village	College Park, MD	2000-2001

EDUCATION & PROFESSIONAL DEVELOPMENT

<i>Bachelor of Arts: Film, Mythology, Japanese</i>	University of Maryland at College Park	2001
<i>Master of Arts: Fiction Writing</i>	Johns Hopkins University	2004
Desktop Publishing Courses	Community College of Baltimore County	2011

AWARDS & AFFILIATIONS

National Society of Collegiate Scholars and National Honor Society	Member	2001-2005
University of Maryland Fencing Team	Competitor	2000-2001
SPCA's Defenders of Animal Rights Shelters	Fund-raiser	1997-2004