

HALEY JIN MEE CHUNG

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EXPERIENCE

The MIT Press

Bookseller &
Journals Customer Service Rep
October 2019–Current

- Designed content and material as needed for the bookstore i.e. marketing materials, social media graphics, bookmarks, signage, etc. in compliance with the MIT Press house style
- Compiled announcements and formatted the monthly newsletter
- Maintain and organized current and incoming inventory using Anthology POS
- Coordinated on-site author events (pre-COVID)
- Assisted librarians and institutions with online and open access journals

Farrar, Straus and Giroux

Marketing and Editorial Intern
Fall 2020

- Designed popcharts, sell sheets, and marketing material for new titles
- Conducted social media research to leverage for necessary marketing strategies
- Conducted outreach and fostered relationships with bookstagrammers
- Coded weekly events schedule for *Work in Progress* newsletter
- Collected book reviews and blurbs for jacket copy and updated title info on Biblio
- Reviewed manuscripts and prepared reader's reports for the editor-in-chief

Redivider Journal

Editor-in-Chief
September 2019–February 2021

- Reviewed all content for journal's bi-annual publication
- Oversaw all departments and editors to ensure deadlines were met
- Designed and produced social media kits for the social media coordinator
- Secured cover art from artists and formatted it for web
- Worked closely with production editor to ensure accuracy of publication
- Oversaw managing editor to determine budget and annual finances

Politics and Prose Bookstore

Self-publishing Manager
September 2016–August 2019

- Completed internal and cover design using InDesign, Photoshop, and Illustrator
- Maintained relationships with printers and liased the print process for each title
- Restructured departmental operations and significantly increased annual revenue
- Met face-to-face with clients for project consultations
- Maintained inventory and calculated royalties and annual departmental profit using IBID POS and inventory control software
- Completed ISBN and bar code registration
- Designed seasonal content for P&P's marketing department
- Supervised layout and printing for Politics and Prose's anthology, *District Lines*

EDUCATION

MA – Publishing and Writing
Emerson College
2019–2021

BFA – Creative Writing
George Mason University
2011–2015