
RACHEL REISS

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RELATED WORK EXPERIENCE

FREELANCER

2/02–present

Book Design/Page Make-up

As a freelancer, I have designed (and written up design specifications for) book interiors and/or done typesetting for numerous book publishers, including Bantam-Dell, Barricade Books, Bloomsbury/Walker, Cambridge University Press, Camino Books, Crossroad Publishing, Doubleday/Broadway, Fairchild Books, Holmes & Meier, Intrepid Traveler, Kensington, Myers Education Press, Other Press, Pegasus Books, Peter Lang, Rodale, and Smith & Kraus. The titles cover a wide range of subjects in both fiction and non-fiction, including suspense, science fiction, and serious fiction as well as business, history, theater, music, reference, cookbooks, how-to, current affairs, and biography. A number of titles were illustrated, either including photo inserts (some grayscale, some four-color), or illustrated throughout.

BANTAM-DELL PUBLISHING GROUP, New York, NY

7/01–1/02

Designer

While at Bantam Dell, I designed, wrote up design specifications, and oversaw the composition of more than thirty titles. I also hired and coordinated the work of freelance illustrators as projects required, and selected case materials and designed and typeset the spine dies for hardcover titles.

TV BOOKS, New York, NY

7/98–4/01

Associate Art Director/Copy Chief

Production Editor/Editor

Associate Production Editor/Associate Editor

While at TV Books, I designed, laid out, and typeset a wide range of titles. I also supervised the freelance design of heavily-illustrated four-color titles, often diagnosing and correcting serious problems in the files and/or designs. Responsible for taking titles from copyedited manuscript to final printer-ready files, I created a process to permit the rapid design and production of over forty titles a year. Additionally, I was responsible for collecting and tracking all promotional and catalog materials to and from freelance designers and copywriters.

NEWMARKET PRESS, New York, NY

6/97–7/98

Assistant Editor

At Newmarket I coordinated, tracked, and organized materials and acted as liaison between editors, authors, designers, and other freelancers. I also line edited, copy edited, and proofread many projects, typeset patches for new editions, and input final author and proofreader corrections on both Mac and PC platforms.

APPLAUSE BOOKS, New York, NY

6/95–5/97

Editorial Associate

Editorial Assistant

At Applause, I designed and typeset the vast majority of books, along with handling line editing, copy editing, copy correction, proofreading, and indexing responsibilities.

ADDITIONAL EXPERIENCE

STERN COLLEGE FOR WOMEN, Yeshiva University

9/01–5/09

Adjunct Instructor: T'ai Chi Ch'uan

SPECIAL SKILLS

Book design & specing, page makeup—InDesign CS5, CS6, & CC; QuarkXPress 7 through 2022

Line art editing and adaptation—Adobe Photoshop CS5, CS6, CC; Adobe Illustrator CS5, CS6, CC

PDF creation—via Acrobat Distiller 10 after creating Postscript files in page makeup programs, or direct from QuarkXPress and InDesign

Fillable Form creation—via Acrobat Pro (with design in both QuarkXPress or InDesign)

Relational Database creation and manipulation—Base (OpenOffice)

Macintosh utilities/programs—Font Explorer Pro X, Intego Virus Barrier and Net Barrier, Fetch, etc. (NOTE: All files sent out are virus-checked with up-to-date virus definitions.)

Word processing, copy correction, style sheeting, occasional page layout—MS Word, Pages

EDUCATION

CORNELL UNIVERSITY, ITHACA, NY; Dept. of Govt. M.A., A.B.D.

NEW YORK UNIVERSITY, NYC; Dept. of Politics. M.A.

STERN COLLEGE FOR WOMEN, NYC, magna cum laude. B.A.