

PARISA SYED, M.A.

(SHE/THEY)

📞 (561) 236-3482 | ✉️ parisamsyed@gmail.com | www.kingmakerfreelancing.com | parisa-syed-ma | Brooklyn, NY

Storytelling | Equity & Inclusion | Versatile | Developmental Editing

Prolific editor dedicated to collaborating with authors to produce unique, engaging content. Resourceful wordsmith proficient in ensuring publications appeal to target audiences. Creative copyeditor committed to improving content for clarity without diminishing the author's message. Hands-on team player with a keen eye for identifying gaps in narratives and ensures a balanced editorial tone in authors' ideas to increase fluency and develop a sense of belonging with audience.

PUBLISHING SKILLS

Building Relationships
Style Editor
Teamwork
Communication

Author Support
Researching & Investigating
Organizational Efficiencies
Flexibility & Adaptability

Project Management
Emotional Intelligence
Attention to Detail
Multitasker

PUBLISHING EXPERIENCE

FREELANCE EDITOR | Kingmaker Freelancing — *Various Projects* | Remote

2019–Present

Tailor my editing services to what the client needs. **Currently working on:** 1) content development for an online database for Munchausen's Syndrome; 2) providing various editing services for a multitude of genres for independent publishers Sourcebooks and Lerner Publishing Group.

- ◆ **Customer Satisfaction:** Maintained high customer satisfaction rate by providing quality work in timely manner.
- ◆ **Multitask:** Worked on multiple projects simultaneously, many requiring different styles and guidelines.
- ◆ **Researching & Investigating:** Verified content for manuscripts and resources.

COPYEDITOR | LRP Media Group | Palm Beach Gardens, FL

2019–2021

Ensured correspondence aligned with in-house/AP style. Regulated production process for manuscripts: from copyediting to galley review. Delegated editing tasks and proofread final version. Provided additional support to team to ensure timely production rates.

- ◆ **Publication Reach:** Email newsletter reach of over 3,500 daily readers.
- ◆ **Attention to Detail:** Oversees editing for multiple newsletters, manuscripts, website articles, etc.
- ◆ **Style Editor:** Created in-house style training materials and trained editing staff.

ASSOCIATE EDITOR | Divided We Fall | Remote

2020–2021

Created in-house style manual to ensure consistency. Copyedited and edited various projects, striving to keep bipartisan outlook without compromising quality or intent.

- ◆ **Teamwork:** Fostered relationships with authors to increase retention rates.
- ◆ **Project Management:** Uploaded articles to WordPress.
- ◆ **Author Support:** Composed titles and subheadings for articles.

FREELANCE PUBLICITY LIAISON | Kingmaker Freelancing Projects — *City of Light Publishing* | Remote

2021

Submitted author publicity events to IPG and ensured content is up-to-date. Uploaded text files and images to IPG and Edelweiss for new books. Used IPG's Data Correction Form to update titles. Copyedited Supernatural Shakespeare manuscript.

EDITOR | Brill Publishing | Boston, MA

2018–2019

Started as intern and was quickly promoted. Proofread manuscripts for production. Input data and indexed manuscripts. Served as Assistant Editor for Asian Studies.

- ◆ **Communication:** Maintained open communication with authors and editors regarding status of manuscript, questions, concerns, and timelines.
- ◆ **Style Editor:** Verified publications matched in-house style.
- ◆ **Organizational Efficiencies:** Tracked incoming/outgoing publications.
- ◆ **Project Management:** Distributed articles and books for peer reviews.
- ◆ **Researching & Investigating:** Investigated comparative titles for journals, financial report data, and potential contributors.
- ◆ **Social Media:** Drafted posts for social media presence.

INTERN | CambridgeEditors| Cambridge, MA

2018

Wrote blog posts. Organized office to increase efficiency. Suggested monthly specials based on trends. Updated website as needed.

- ◆ **Research:** Conducted marketing research.
- ◆ **Marketing:** Created marketing content and formatted newsletter for distribution via MailChimp.
- ◆ **Client Satisfaction:** Maintained open communication with clients and made proposals.

INTERN | Rubin Pfeffer Content | Boston, MA

2017–2018

Reviewed and assessed manuscripts. Composed bad news correspondence.

INTERN | Florida Departments of Education & Environmental Protection | Tallahassee, FL

2016

Edited and revised video transcripts, press releases, weekly reports, and newsletters. Developed marketing materials, including brochures, guides, and social media posts.

EDUCATION & CERTIFICATIONS

EMERSON COLLEGE | **Master's Degree in Publishing and Writing** | Boston, MA | 2019

FLORIDA STATE UNIVERSITY | **Certificate in Publishing and Editing** | Tallahassee, FL | 2017

GOUCHER COLLEGE | **Bachelor of Arts in Sociology** | Towson, MD | 2015

TRAINING & TECHNICAL PROFICIENCIES

Adobe Acrobat DC & Pro
American Medical Association Style
Associated Press Style
Business Objects
Chicago Manual Style
Fluent: Urdu and Hindi (oral)
GIMP

Google Suite
InCopy
InDesign
IPG
Klopotek
MailChimp
MS Office Suite

SEO
Slack
Tableau
Teams
Wix
WordPress
Zoom