

Katie McDonough

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Experience	<p>Senior Agent 3/22–present The Shipman Agency. Ridgewood, NY</p> <ul style="list-style-type: none">– Represent writers at all stages of their careers for readings, speaking engagements, and performances– Negotiate fees and secure contracts for writers’ in-person and virtual events– Correspond with writers, venues, travel agents, and other contacts to plan all aspects of events– Create itineraries for in-person events and call sheets for virtual events– Complete vendor paperwork, send invoices, and follow up on payments
	<p>Freelance Writer & Editor 8/13–present Based in Brooklyn, NY</p> <p>I copyedit and proofread materials ranging from academic papers and book manuscripts to marketing and website copy, with special expertise in APA and Chicago Manual of Style.</p>
	<p>Marketing Media Manager 9/08–8/13 National Book Foundation. New York, NY</p> <p>National Book Awards</p> <ul style="list-style-type: none">– Assisted in planning and execution of annual National Book Awards Ceremony and Benefit Dinner– Secured sponsor for National Book Awards After-Party; planned and executed all aspects of event– Managed one of four National Book Awards judging panels throughout submission and judging process– Promoted past and current winners and finalists through website and social media <p>Year-Round Marketing and Promotion</p> <ul style="list-style-type: none">– Managed Foundation’s Facebook, Tumblr, and Twitter accounts– Tweeted “live” from conferences and events, such as AWP, BookExpo, and the Brooklyn Book Festival– Wrote all website and promotional copy– Wrote, laid out, and sent monthly e-newsletter and e-blasts using Constant Contact– Worked with designers and printers to create save-the-dates, invitations, brochures, and other materials
	<p>Project Editor, Series Acquisitions 10/07–6/08 Adams Media. Avon, MA</p> <ul style="list-style-type: none">– Worked closely with authors and agents on nonfiction book projects– Hired authors, wrote contracts, and set writing deadlines– Managed authors throughout the writing process– Wrote cover and catalog copy– Researched and presented ideas for new books and series
	<p>Development Editor 9/04–10/07 Adams Media. Avon, MA</p> <ul style="list-style-type: none">– Worked closely with authors, agents, and freelancers– Edited manuscripts for content and organization– Maintained schedules, style guides, and author manuals– Wrote cover copy– Proposed directions for new books and series
Education	<p>The New School. New York, NY 8/08–5/10</p> <ul style="list-style-type: none">– Master of Fine Arts in Creative Writing, Nonfiction
	<p>State University of New York, Geneseo. Geneseo, NY 8/00–5/04</p> <ul style="list-style-type: none">– Bachelor of Arts in English (dual major: English and Spanish)– Studied abroad at the Universidad de Oviedo in Oviedo, Spain, 1/03–5/03
Interests	Reading and writing, environmental issues, animals, yoga, cooking, community, travel