

LANE BERGER

EXPERIENCE

Oxford University Press | **Editorial Assistant** (2021-Present)

- Support a range of humanities monographs, multi-contributor works, paperbacks, and trade books from pre-contracting through production to publication (including liaising with authors and editors, copyediting, and costing)
- Write engaging jacket copy, New Book Announcements, and solicit and edit blurbs and reviews
- Edit and distribute publishing agreements, volume editor agreements, and contributor agreements, while serving as the initial contact for author queries, payment, and honoraria
- Lead bespoke training sessions for teammates on a variety of subjects, such as workflows, processes, software, and platforms

Poetry Society of New York | **Communications and Digital Media Intern** (2021)

- Crafted targeted Mailchimp campaigns for PSNY's programs, products, and events
- Researched opportunities for funding and collaboration with New York committees and initiatives

Barrelhouse | **Assistant Poetry Editor** (Present)

- Use Submittable to review submissions of poetry for publication
- Liaise with Poetry and Managing Editorial teams in order to edit and market *Barrelhouse*

Reed Magazine: Issue 154 | **Poetry Editor and Consultant** (2020-2021)

- Advised the Marketing and Managing Editorial Teams on the editing, production, and marketing of the journal
- Used Submittable to review contest and general submissions of poetry for publication

Ayesha Pande Literary | **Agent Intern** (2018, 2019)

- Read manuscripts of nonfiction and fiction for all ages in order to assess the quality and marketability of story and writing
- Drafted personalized rejection letters and communicated with authors, clients, and agents
- Discovered Susan Abulhawa's *Against the Loveless World* and provided suggestions for revision and copy edits

Reed Magazine: Issue 152 | **Managing Editor, Marketing Director, and Fiction Editor** (2018-2019)

- Supervised all Editorial teams and participated in the review of fiction, nonfiction, poetry, and visual art submissions
- Monitored the journal's production, including budgeting, reviewing proofs of text and visuals, copyediting, and establishing relationships with the South Bay arts community
- Authored the *Reed Magazine Marketing Manual*, a comprehensive guide to engaging in marketing, social media, and community outreach on the journal's behalf
- Generated team-building exercises, fostered a mentorship environment, and kept the Fiction Team on schedule for publication

Reed Magazine: Issue 151 | **Marketing Director and Poetry Editor** (2017-2018)

- Led the Web, Sales, Distribution, and Community Outreach Teams in cultivating *Reed's* brand and solidifying its presence in the literary community
- Crafted targeted Mailchimp campaigns that resulted in a 25% increase in submissions
- Used Submittable to review contest and general submissions of poetry for publication

The Center for Literary Arts of San José | **Assistant to the Director** (2017-2018)

- Managed events, scheduling, correspondence, and requests for information, including dealing directly with high-profile authors
- Drafted and edited copy for the website, publicity, Q&As, and marketing materials
- Maintained a database of author, artist, and event logistics

EDUCATION

University of California, Davis | **B.A. in History**

- 3.6 G.P.A.
- Dean's List Honoree

PUBLICATIONS

Nonfiction | *Reed Magazine* (2018, 2019)

Poetry | *SLUG MAG* (2020), Blank Verse Films (2019), *Inkblot* (2010)

Book Reviews | Drizzle Review (2020)

SKILLS

Computer and Social Media: Biblio3, SAP, STAR, AdobeSign, Macintosh and Windows, Microsoft Word, Outlook, Excel, PowerPoint, Google Suite, Dropbox, Mailchimp, WordPress, Wix, Twitter, Facebook, Eventbrite, Square, *The Chicago Manual of Style Online*, and Scrivener

Foreign Language: French (Advanced) and Spanish (Beginner)