

# Talia Santopadre



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## PERSONAL PROFILE

I am looking to further my knowledge and career through new opportunities, branching out from what I currently know, and growing in new spaces. I am interested in a new and challenging position in the publishing field to further expand my network and future opportunities.

## RELEVANT EXPERIENCES

### Sales Operations Associate

De Gruyter | November 2021 - Present

- Analyze accounts to detect issues regarding access, sales, usage, inventory, and customer inquiries
- Create proposals of partner package products to support Sales team
- Research order history and renewals to ensure institutional access to correct products and offerings is accurate including trials, sales, and rentals
- Process and investigate invoices, renewals, and subscriptions

### Editor

Blind Corner Literary Magazine | June 2020 - August 2021

- Critically evaluate 40-50 submissions of speculative flash and short fiction per quarter to find 5 publishable works
- Reject submissions unfit for publication
- Increased Twitter following by 125% in 6 months

### Editor-in-Chief

The Emerson Review | September 2016 - May 2020

- Critically evaluate over 2,000 submissions of fiction, nonfiction, poetry, and artwork per year
- Facilitated discussion over submissions assigned to staff members
- Communicated with 25-30 contributing authors each year regarding their pieces in the magazine

### Campus Correspondent

Her Campus at Emerson | September 2016 - May 2020

- Run day-to-day operations on campus
- Direct communication with national chapter
- Made final edits on all articles posted for Her Campus at Emerson
- Researched topic ideas, events, and social media tactics to help inspire unique content from staff members and writers

### Head Copyeditor

Wilde Press Inc., Emerson College | June 2017 - May 2020

- Edited full, 70+ page manuscripts
- Compiled manuscript edits from team of 12 copyeditors
- Delivered completed manuscript to author for review

### Senior Community Management Intern

Her Campus Media | January 2018 - April 2018; January 2019-April 2019

- Coordinated Sister Chapter program with 200 chapters including some located internationally
- Expanded chapter network by 8 new chapters (including 2 highly desired targets).
- Established relationships with over 500 influencers for Her Campus' InfluenceHer collective
- Rejuvenated alumni database including over 2,000 Her Campus Alumni

## EDUCATION

### Emerson College: MA Publishing and Writing, 2021

3.96 GPA

### Emerson College: BA in Publishing, 2020

Cum Laude, 3.77 GPA

### Cranston High School East, 2016

## OTHER EMPLOYMENT EXPERIENCES

### Student Lending Specialist

Citizens Bank | May 2017-August 2017; May 2018-August 2018; June 2019-August 2019; June 2020 - September 2021

### Welcome Desk Coordinator

Emerson College | September 2017 -August 2020

### Resident Assistant

Emerson College | August 2019 - May 2020

### Student Representative—Undergraduate Admissions

Emerson College | September 2017 - August 2018

### Sales Representative

lou lou boutique | September 2016 - May 2017

## ORGANIZATIONS AND VOLUNTEER WORK

### De Gruyter Diversity and Inclusion Committee

De Gruyter | January 2021 -Present

### De Gruyter Social Committee

De Gruyter | January 2021 -Present

### Chapter Advisor, Region Leader, and High School Advisor

Her Campus Media | January 2018 - January 2020

### Orientation Leader

Emerson College | May 2017 - May 2018

### Classroom Volunteer

826 Boston | January 2017 -May 2017

## SKILLS

Microsoft Office Suite  
Communication  
Time Management  
Google Drive  
Customer Service  
Flexibility  
Prioritization  
Project/Product Management  
WIX Sites  
Wordpress  
Organization  
Copyediting  
Salesforce  
Edelweiss  
Klopotek  
Adobe Suite

## AWARDS

Bookbuilders of Boston Scholarship 2021  
Spring 2020 Dean's List  
Emerson Purple Key Leadership Society  
Fall 2019 Dean's List  
Spring 2018 Dean's List  
Fall 2018 Dean's List  
National Honor Society  
Boston College Book Award

## PUBLISHED FICTION

*Read*-Underground literary Magazine vol. 23  
*Compound X*- Blind Corner Literary Magazine  
*Unconditionally*-Polaris Literary Magazine