

Emily K. Gref

copy editor, linguist, publishing professional

EXPERIENCE

Freelancer — Copy Editor and Proofreader

Intermittent, 2011 – Present

- Provide freelance copy editing and proofreading services to individuals as well as to small print companies on time-sensitive projects

Lingthusiasm podcast — Editorial Producer

October 2017 – Present

- Copy edit transcriptions for episodes of a twice-monthly podcast, formatting for both YouTube (time-stamped SRT file) and Tumblr (HTML)
- Pull quotes and prepare content for promotion of podcast on social media

Mic, New York, NY — Remote Copy Editor

March 2015 – August 2015

October 2016 – August 2017

- Copy edited 5-10 articles per 6-hour shift for an online news outlet, correcting for grammar, clarity of writing, and compliance to AP and house style; turnaround typically within 15 minutes per 500 words
- Fact-checked articles, made changes for tone and audience-appropriate language, confirmed spelling of names, titles, hyperlinks, and credit lines
- Advised on headlines, teasers, ledes, and SEO keywords

MDWg Language Centre, Kununurra, Australia — Publications Officer

March 2017 – September 2017 (Intern)

September 2017 – Present (Publications Officer)

- Supervised indigenous workers in an endangered language revitalization center, including recording and editing radio scripts, drafting book texts, aiding with lesson preparation, and further documenting Miriwoong
- Edited and designed a print dictionary and four educational books in the Miriwoong language, and organized the printing of same
- Facilitated creation of potential partnership with illustration program at Charles Darwin University, provided language used in two grant applications

Lowenstein Associates, New York, NY — Literary Agent

February 2012 – February 2015

- Represented three clients' work to publishers (see: ICARUS DOWN by James Bow, published 2016 by Scholastic Canada), edited manuscripts, reviewed queries and manuscripts, attended writers' conferences
- Acted as manager of royalties, contracts, foreign rights, and permissions for more than twenty clients, responsible for analyzing payments by publishing houses, negotiating contracts, collecting permissions fees, maintaining relationships with foreign co-agents, publishing eBooks, and creating and maintaining Facebook Fan Pages for all agency authors
- Supervised several agency assistants and interns in day-to-day agency business and the digitization of agency files

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EDUCATION

MA Language Documentation & Description

SOAS, University of London

Oct. 2015 – Sept. 2016

Pathway: Language Revitalization

Dissertation: "Publishing in North American Indigenous Languages"

BA Linguistics

McGill University

Sept. 2004 – April 2008

First Class Honors

Thesis: "Biphasal and Monophasal

Spellout: Evidence from

Austronesian Nasal Substitution"

PROJECTS

SOAS Sylheti Project

[The Boy Who Cried Tiger \(and two other stories told in the Sylheti language\)](#)

MDWg Language Centre

[Miriwoong Woorlang](#)

[Yawoorroonga-woor: A Miriwoong Lexicon for All](#)

Miriwoong Alphabet Book

Miriwoong Early Readers

Miriwoong Cookbook

Syuba Books

[Stories and Songs From Kaqate Jackal and Pheasant](#)

SKILLS

AP Style

Chicago Manual of Style

Microsoft Office

Adobe InDesign

Adobe Photoshop

Adobe Acrobat

Adobe Audition

Audacity

oTranscribe

ELAN

Toolbox

Twitter

Facebook

HTML

WordPress

VOLUNTEER WORK

Syuba Books — Publication Assistant

April 2017 – Present

- Aid linguist Dr. Lauren Gawne in the publication of an anthology of stories and four editions of a picture book in Syuba, an endangered language of Nepal
- Edit images so that no important elements are lost in the printing process (gutter, margins, etc.) using Adobe Photoshop
- Design and typeset books using Adobe Indesign, including troubleshooting numerous font issues and correcting mistakes previous designers had made
- Set up books for publication on demand with CreateSpace

SOAS Sylheti Project — Publication Manager

October 2015 – December 2017

- Oversaw the publication of a collection of stories in Sylheti, a minority language of Bangladesh. Organized team members in order to: collaborate with Sylheti consultants, run a crowdfunding campaign via Hubhub to raise over £2000, successfully campaign for £350 from Student Union funds, and hire a professional illustrator
- Negotiated with several printers in order to find the best quality for the best price to print the book; continued to act as point of contact throughout the publication process, including proof stage and invoicing
- Liaised with illustrator to create culturally sensitive illustrations for three stories, running through a sketch phase to be approved by consultants, rough illustrations, final illustrations, and last-minute changes
- Designed and typeset the book using Adobe InDesign, copy editing the text in three scripts and two languages, troubleshooting font issues, and creating a professional-quality picture book

CONFERENCES

5th International Conference on Language Documentation and Conservation

Honolulu, HI – March 2-5, 2017

Presenter: "[Indigenous Language Publishing in the North American Context](#)"

Engaged Humanities Project Summer School

London, UK – June 20-22, 2016

Co-Presenter: "SOAS Sylheti Project Storybook"

Sylheti Language Conference

London, UK – May 12, 2016

Organizer

Poster: "The Sylheti Storybook: A Work in Progress"

INTERNSHIPS

Donald Maass Literary Agency

Penguin Online Marketing

Tor Books

Arthur A. Levine Books

Serendipity Literary Agency