

MEGAN BROWN

(605) 951-6496 | Megansb@yahoo.com | Megansissonbrown.wordpress.com

PROFESSIONAL EXPERIENCE

Publishing Assistant (*Page & Vine*)

June 2025 – Present

- Support day-to-day independent publishing operations across editorial, marketing, production, and distribution.
- Review and evaluate incoming manuscript submissions, providing acquisition recommendations insights.
- Draft and route correspondence, ensuring timely communication with authors and internal teams.
- Assist in developing and maintaining metadata for book distribution and preparing materials for sales conferences.
- Create publishing timelines to ensure efficient project management and on-time product delivery.
- Proofread manuscripts and editorial materials to ensure accuracy, consistency, and adherence to house style.

Publicity Intern (*Macmillan, St. Martin's Publishing Group*)

September 2024 – May 2025

- Drafted press releases, media pitches, and galley letters aligned with brand standards.
- Updated media contact database for smoother communication with journalists and reviewers.
- Monitored media coverage, compiled press clippings, and tracked PR impact.
- Researched comparison titles and audience demographics to inform publicity strategies.
- Coordinated galley and ARC shipments to media outlets and reviewers for early publicity.
- Assisted in planning and executing publicity campaigns, including virtual and in-person author events.

Copyeditor, Staff Writer, and Variety Editor (*The Mirror Newspaper*)

August 2022 – May 2024

- Created articles from idea to published product in a wide array of topics including sports, news, and features.
- Edited stories for grammar, AP style, and accuracy.
- Conducted interviews with reliable sources and wrote a minimum of ten stories per semester.
- Crafted layouts and graphic elements for print and digital stories.
- Implemented data-driven content strategies and successfully increased website traffic by 15%.

Bookseller and Barista (*Barnes and Noble*)

February 2022 – January 2024

- Maintained an up-to-date knowledge of new books.
- Assisted customers with the selection and location of books.
- Prepared and served a variety of drinks, pastries, and food, and used the register to fulfill transactions.
- Answered calls to field questions and help customers with customer service issues.

Marketing Intern (*EmBe*)

May 2022 – September 2022

- Aided in the writing and publication of corporate articles and newsletters.
- Wrote copy and created captivating images for posts on a variety of social media platforms.
- Used SEO to write captions attracting viewers to the website.
- Researched archives for the 100th anniversary and summarized information in a concise, accessible way.

Guest Relations Specialist (*Great Plains Zoo*)

May 2021 – August 2021

- Employed conflict resolution and customer service skills when communicating with guests.
- Operated attractions while teaching guests about animals to maintain a safe and fun family atmosphere.

EDUCATION

NYU Summer Publishing Institute New York, NY | June 2024 | Certificate in publishing

Augustana University Sioux Falls, SD | May 2024 | GPA: 3.9 | Bachelor's Degree in English and journalism

TECHNICAL SKILLS

Microsoft Office (*Word, Excel, PowerPoint, OneNote*), Adobe Creative Suite (*Photoshop, Premiere Pro, Illustrator, InDesign*), Google Workspace (*Docs, Sheets, Slides, Forms*), Social Media Marketing (*Instagram, X, Facebook, LinkedIn, Hootsuite*), Research, SEO, DSLR Camera, Data Analysis, Copywriting, AP Style, Chicago Style, Writing, Reporting, Interviewing, Marketing Campaigns, Google Analytics, Wordpress, Canva, PRM Platforms (*Muck Rack, Salesforce*)

EXTRACURRICULARS

American Cancer Society volunteer (2024), The Writers' Guild president (2021-2024), Sigma Tau Delta English honor society member (2023-2024), library volunteer (2023-2024), campus tour guide (2022-2024), REACH Literacy volunteer (2018-2021)

PUBLICATIONS

All About Romance, I Prefer Reading, Literary Quicksand, Panzi Foundation, The Mirror Newspaper, The Edda Yearbook, Empire Magazine, Venture Literary Magazine, Tiger Times Newspaper, Orange Blossom Publishing