


# ALYSSA DUCK

## CONTACT

alyssa.duck@emory.edu 

423-933-4232 



## EDUCATION

Ph.D., English Literature  
Emory University  
Expected 2019

M.A., English Literature  
Emory University  
2017

## LANGUAGES

English (native)

French (fluent)

Spanish (reading)

Latin (reading)

German (reading)

## SKILLS

Attention to Detail

Quick & Enthusiastic Learning

Close Reading & Evaluation

Creative & Technical Writing

Manuscript & Copy Editing

Digital Manuscript Encoding

Microsoft Office Suite

Engaging Presentations

Organization & Management

## EDITORIAL EXPERIENCE

YALE UNIVERSITY PRESS | Acquisitions Editorial Intern  
New Haven, CT | May 2018–August 2018

- Assisted Executive Editor Jennifer Banks and Assistant Editor Heather Gold with Yale lists in Literature, Philosophy, Classics, Religion, and Psychology
- Assisted Executive Editor Ileene Smith with Yale Jewish Lives series
- Drafted reader reports of proposed manuscripts, catalog copy, and author research reports
- Drafted pitch memos for Acquisitions, Editorial, and Publication Committee panels
- Researched comparative sales for proposed manuscripts and titles competing with Yale books
- Managed check requests and complimentary copies for readers and blurbers
- Copyedited panel memos, author letters, marketing copy, and reader reports
- Managed Yale Submissions and Rejections e-mail account

W. W. NORTON | Trade Editorial Intern  
New York, New York | May 2017–August 2017

- Provided administrative and editorial support to the trade editorial team
- Managed proofreader, copyeditor, and author revisions on manuscripts in all stages of production under direction of project editors
- Wrote reader reports and sensitivity analyses of proposed manuscripts
- Quality controlled facts, citations, grammar, art, and page layout in manuscript proofs
- Conformed manuscripts to W. W. Norton house style
- Worked with poetry, prose, nonfiction, and academic manuscripts

JOHNS HOPKINS UNIVERSITY PRESS | Project Assistant  
The Beck Center for Digital Scholarship, Atlanta, GA | September 2014–May 2018

- Assisted Project Editor and Volume Editor on MSA-award-winning *The Complete Prose of T.S. Eliot: The Critical Edition*
- Drafted, proofread, and copyedited digital manuscripts under direction of Project Editor and Volume Editors
- Advised Volume Editors on manuscript digitization process
- Evaluated and edited work of TEI encoders and assisted Project Editor with document management
- Organized and maintained online database of source material
- Coordinated submission of encoded documents on time to Project Editors
- Trained doctoral fellows in TEI encoding and supervised workflow

CAMBRIDGE UNIVERSITY PRESS | Project Assistant  
The Beck Center for Digital Scholarship, Atlanta, GA | September 2014–May 2015

- Assisted Project Editor and Volume Editor on MLA-award-winning *The Letters of Samuel Beckett*
- Drafted TEI code for Volumes I, II, and III
- Edited manuscript copy
- Implemented online database of source material