

ABIGAIL JOYCE

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“ Studying for a Masters in Publishing, I am eager to engage with the publishing industry. My confidence has improved through volunteering and undertaking work placements. I am interested in editorial work and have previous experience of administration work. Of particular interest to me is non-fiction publishing, I have helped create books in the past and am looking to take the next step in my publishing career. ”

EXPERIENCE

Social Media Assistant/Editorial Assistant – Impress Books – Internship [Ongoing]

I am undertaking a 3-month internship with Impress Books. I run their social media accounts for The Impress Prize 2020, an annual literary prize. Alongside this I help with approving submissions sent to the publisher. This is allowing me to work on my social media, digital marketing, design and organisation skills, as well as understanding the publishing process.

Editorial Assistant – University of Plymouth Press – Work Experience [2020]

This work placement, in collaboration with University of Plymouth Press and BMT Press, allowed me to gain understanding of marketing techniques alongside editorial skills and writing promotional content.

Service and Support Assistant – UNITE Students – Employment [2018 – 2019]

Helping customers, ranging from general enquiries to emergencies and was responsible for day to day administrative tasks. Liaising with other employees to co-ordinate responses to emergency incidents; working to provide the best advice for keeping customers safe. The role required customer service, communication, and organisational skills. I also needed to be calm under pressure when dealing with emergencies.

Team Leader – Plymouth Writer’s Group Short Story Competition – Work Experience [2017 – 2018]

As Team Leader I was responsible for my team of judges and liaising with the PWG members. Alan Grant, my contact for the competition comments: ‘The team, under Abigail’s co-ordination were superb and read each and every entry personally, compared notes, and from early 2018 worked exceptionally hard to support our competition.’

Assistant – Caroline Sheldon Literary Agency – Work Experience [September 2017]

A four-day placement, my roles included admin work, sorting through rejected manuscripts, helping to write contracts and reading potential manuscripts. The experience allowed me to learn more about the publishing industry and gain business and contract writing skills.

Assistant – *The Plymouth Herald* – Work Experience [April 2017]

I researched and wrote news stories, edited press releases and came up with ideas for new and exciting articles. I had several of my stories published on *The Plymouth Herald*’s website and in print.

Student Ambassador – University of Plymouth – Employment [2016 – 2018 + 2019 – 2020]

The face of the university during open days and various other university events. The job required me to be responsible and approachable. I helped run the informational drop-in room for my course, I discussed the course with applicants and conducted tours of the publishing facilities.

EDUCATION

University of Plymouth [2019 – present]

MA Publishing

Modules include: Publishing Practice and Target Market, Publishing Process

Course representative

University of Plymouth [2015 – 2018]

BA(Hons) English with Publishing (2:1)

The Grange School and Sports College [2008 – 2015]

A Level English Literature, Geography, Countryside Management

9 GCSE'S A* – C

PUBLISHING SKILLS

Live publishing project – As managing editor on a collaborative project with Plymouth City Council, I was responsible for the design and publication of the final book in the Mayflower 400 series. I worked with designers, printers, and contributors giving me an insight into every step of the production process.

InDesign/Photoshop – I am trained in InDesign and Photoshop to a high standard. With this software I redesigned book covers, created a whole book and designed magazine page layouts.

Marketing – I have created marketing plans that tie into specific modules. For example, the Mayflower 400 project and as part of my current marketing internship with Impress Books, where I am primarily responsible for social media.

Copyediting – Understanding of copyediting and proofreading correction marks.

Production – Trained in creating and content for print, including formatting files ready for production. I also have the necessary skills to create an eBook.

VOLUNTEERING

Children's Hospice South West [2017]

My roles at the charity shop included sorting through donations and serving customers. This volunteering experience improved my confidence and social skills.

Reading volunteer | The Grange School and Sports College [2013 – 2015]

Throughout my A-Levels I volunteered to help younger children with their reading and writing skills, including tasks such as helping them write and edit essays.

INTERESTS



South Korean culture – I would like to live in South Korea to teach English as a Foreign Language. I had a Korean pen pal and I am learning Korean. I am a member of the Kpop society.



Nature – I am very interested in conservation and wildlife; one of my aims is to volunteer in an animal sanctuary abroad after my masters.

Currently reading – *The Woman in the Window* by A.J Finn

REFERENCES AVAILABLE ON REQUEST.