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OBJECTIVE To provide outstanding permission securing and research services to publishers in all media

EDUCATION **University of Missouri-Columbia** **May 1999**

- Bachelor of Arts in English
- Graduated Summa cum Laude

EXPERIENCE **Freelance Permissions Representative** **January 2000 - present**

- Research contact information of copyright holders
- Obtain permission to reprint copyrighted text and images
- Research new images for inclusion
- Negotiate fees and contract terms with copyright holders
- Provide weekly status updates and detailed records for client's files
- Create and maintain project databases for clients
- Compose credits manuscripts

Custom Publishing Supervisor/Coordinator **July 1997 - July 1999**
University Bookstore, University of Missouri - Columbia

- Supervised office staff and trained new employees
- Researched contact information of copyright holders
- Obtained permission to reprint copyrighted text and images
- Negotiated fees with copyright holders
- Worked closely with professors throughout process
- Created and managed project database

Publishing Internship **August 1998-July 1999**
The Missouri Review, University of Missouri-Columbia

- Reviewed poetry submissions and corresponded with writers
- Proofread journal manuscripts
- Researched cover art
- Ordered review copies of new literature

SKILLS **Specialized Knowledge**

- Extensive knowledge of copyright law and contracts
- Excellent research and internet skills
- Software fluency includes Microsoft Office and Filemaker Pro
- Spanish language skills

References available upon request