

## NATALIE GIBONEY

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### EDUCATION:

Bachelor of Arts in English, University of Missouri – Columbia May 1998

### EXPERIENCE:

#### Copyright Permissions Representative

May 2001-Present

- Contact publishers and authors to obtain Permission for clients
- Negotiate with copyright holder to lower copyright fees
- Research publisher and author information
- write advertisements
- build and update website
- create promotional material,
- implement and maintain budget
- contact possible clients and promote business

#### Textbook Buyer II, Textbooks

May 2000-September 2001

#### Textbook Buyer I, Textbooks

May 1999-May 2000

University Bookstore, University of Missouri - Columbia

- Responsible for making purchasing decisions of textbooks based on class enrollments and sales history
- Worked with textbook adoptions in confirming availability of textbooks, adopting textbooks, and communicating with professors any problems that may occur concerning textbook availability
- Ordered textbooks via Easylink and Pubnet (online ordering), phone, fax and email
- Supervised students and full-time staff with textbook office and sales floor procedures
- Attended conferences and present information about various textbook procedures
- Performed end of semester buyback

#### Custom Publishing Coordinator, Textbooks

University Bookstore, University of Missouri – Columbia

October 1997-May 1999

- Overall supervision and training of four student employees in copyright procedures, computer systems, and coursepack production
- Communicated with faculty regarding status of their coursepack, offered suggestions for layout and informed them of copyright law and procedures
- Determined the quantity of coursepacks to produce by evaluating past course and instructor history, enrollment, and cost of production with copyright permissions
- Attended seminars and presented information about Custom Publishing

#### Custom Publishing Assistant, Textbooks

University Bookstore, University of Missouri – Columbia

August 1995-October 1997

- Obtained copyright permissions for course packets in an organized and timely fashion
- Contacted publishers for copyright permission and negotiated royalty fees based on course enrollment
- Assisted Coordinator with training new student employees in copyright procedures and computer programs
- Provided quality customer service to faculty in preparation and production of their course packets
- Researched material in library for coursepacks and determined appropriate layout

#### Researcher - Intern

Wilson Quarterly Magazine, Washington, DC

January 1995-May 1995

- Researched material in the Library of Congress and local art museums to be included with magazine articles
- Contacted publishers to obtain permission to reprint artwork in the Wilson Quarterly
- Researched newspapers for current political information

### SKILLS:

- Proficient in working with IBM, Macintosh, scanning equipment and programs, Adobe Pagemaker, Adobe Acrobat, Databases, Internet, HTML code, Web Page Design, Photoshop, FileMaker Pro, E-mail, and Microsoft Office programs (Word, Excel, Access, Outlook, and Powerpoint)
- Knowledge of copyright laws, informational research processes, and publisher information

*References available upon request*