

**NATALIE GIBONEY TURNER**

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E-mail: [ncg@freelancepermissions.com](mailto:ncg@freelancepermissions.com)

**EDUCATION:**

Bachelor of Arts in English, University of Missouri – Columbia

May 1998

**EXPERIENCE:**

**Copyright Permissions Representative**

May 2001-Present

[FreelancePermissions.com](http://FreelancePermissions.com)

- Contact publishers and authors to obtain Permission for clients
- Obtain copyright permission for multiple medias: text, music, images, websites, film
- Negotiate with copyright holder to lower copyright fees
- Research publisher and author information
- Research photos and art for general books and textbooks
- Write advertisements
- 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*