

Deirdre Kovac

43 Herbert Street #3B, Brooklyn NY 11222 | deirdrekovac.com | deirdre.kovac@gmail.com | 718-612-5831

SUMMARY

Skilled print and digital production designer, writer, editor, proofreader, and researcher with extensive knowledge of print and presentation materials, experience with publishing processes and workflows, and a reputation for detail-oriented, accurate, and timely turnaround. Industry experience in healthcare, education, and publishing.

PROFESSIONAL EXPERIENCE

Designer & Editor | Research Foundation for Mental Hygiene New York, NY: 1996–Present

Oversee the design and production of a wide range of promotional and educational materials in print and digital formats for Columbia University's [Division of Child & Adolescent Psychiatry](#), including post-acquisition rebranding project. Curate, design, produce, copyedit, and proofread website content, email blasts, print and digital newsletters, medical journal articles, DSM-5 submissions, clinical interviews, grant submissions, surveys, correspondence, and research posters. Create and update extensive slide library based on research and data analyses. Audio transcription, research assistance, and administrative duties. Excel under tight, shifting, multiple deadlines in a high-volume, heavy-workload, team-oriented environment.

Founding Member, Creative Director | [Subpress](#) New York, NY: 1999–Present

Founding member of international cooperative press with a catalog of more than 30 titles to date. Manage creative direction of several projects from concept to creation. Oversee all aspects of production, including title selection, editing, and design. Liaise with authors, artists, printers, distributors, and other editors to ensure efficient and timely project completion. Lead marketing efforts via press releases, catalogs, and other promotional materials. Produce high-quality products within a limited budget.

Coeditor & Designer | [Big Allis](#) Brooklyn, NY: 1996–Present

Coeditor, designer, and production artist for literary journal. Select work for inclusion; edit, proofread, design, and produce journal issues; marketing, distribution, and publicity. Work with founding editors, fellow designers, and contributing artists and authors to enhance the journal's mission and expand its reach.

Freelance History: Designer, Editor & Proofreader

Curating, art direction, print and digital design and production, copywriting, editing, proofreading, and marketing for numerous journals, literary organizations, and presses. Current and former clients include: Oxford University Press (New York, NY), Macmillan (New York, NY), Edge Books/*Aerial Magazine* (Washington, D.C.), National Poetry Foundation (Orono, ME), *Shiny Magazine* (Denver, CO), *Crayon* (Brooklyn, NY), Qua Books (Providence, RI), *Tolling Elves* (London, England), *Chain* (Berkeley, CA), Roof Books (New York, NY), Vantage Press (New York, NY), and *The Paris Review* (New York, NY).

EDUCATION

M.A. in Creative Writing: The City College of the City University of New York, New York, NY

B.F.A. in Visual Arts: The Cooper Union for the Advancement of Science and Art, New York, NY; audio-visual exchange student at the Gerrit Rietveld Academy (Amsterdam); postgraduate visiting architecture student

ADDITIONAL

Skills

Key Skills: Print and digital design and production; website content creation and maintenance; writing, copyediting, proofreading; audiotape transcription; research and data acquisition; excellent language skills; great attention to detail.

Software: MS Office: Word, PowerPoint, Outlook, Excel; Adobe Creative Suite: InDesign, Acrobat Pro, Photoshop, Illustrator; QuarkXPress; DSS Player; Mac OS; Drupal, WordPress, MailChimp, HTML, and CSS.

Publications and Readings: Poetry, Reviews & Performances

Poetry and reviews published in numerous journals and anthologies, including *American Letters & Commentary*, *The Capilano Review*, *Columbia Poetry Review*, *Denver Quarterly*, *Open Letter*, and *The Poetry Project Newsletter*. Poetry readings, panel presentations, and radio appearances in New York; Vancouver; London; Cambridge, England; Washington, D.C.; and elsewhere.