

# Rowan Clifford

## JUNIOR PUBLISHING ASSISTANT



### CONTACT

Oxford, United Kingdom | rowan.clifford@gmail.com | +44 7345 812 094 | linkedin.com/in/rowanclifford

### PROFILE

Publishing graduate from Oxford Brookes University with internship experience at Bloomsbury Publishing. Proofread 8 titles at page proof stage, managed author corrections for 6 titles, and entered metadata for 25 forthcoming titles in Biblio. Part time bookseller at Blackwell's with experience in customer recommendations, stock management, and events coordination.

### EXPERIENCE

*Jun 2024 – Aug 2024*

**Editorial Intern, Non Fiction**, Bloomsbury Publishing, London

10 week internship in the Non Fiction editorial department, supporting 3 commissioning editors across history, popular science, and nature writing lists.

- Proofread **8 titles** at page proof stage, marking corrections using BSI proofreading symbols
- Managed author corrections for **6 titles**, collating author, copyeditor, and proofreader marks into a single set for the typesetter
- Entered metadata for **25 forthcoming titles** in Biblio (ISBNs, BIC/BISAC codes, publication dates, contributors)
- Drafted back cover copy for **4 non fiction titles**, with 3 approved by editors with minor revisions
- Wrote **12 social media posts** for book launch campaigns across Bloomsbury's Twitter and Instagram

*Sep 2023 – Jun 2025*

**Bookseller (Part Time)**, Blackwell's Bookshop, Oxford

Part time bookseller (16 hours per week) in the flagship Broad Street store.

- Processed **200+ customer orders per week** via in store and online systems
- Created **8 staff recommendation displays** that collectively generated 180+ additional sales over 12 months
- Assisted with **6 author events** (setup, AV, book signing coordination) for authors including Philip Pullman and Katherine Rundell

### EDUCATION

*Sep 2022 – Jun 2025*

**BA (Hons) in Publishing**, Oxford Brookes University, Oxford

First Class Honours. Modules include editorial project management, book marketing, rights and contracts, digital publishing, and publishing history. Dissertation on the economics of independent publishing in the UK.

### SKILLS

Proofreading (BSI marks) • Copy Editing & Style Guides • Biblio (title management & metadata) • Adobe InDesign (basic layout & typesetting) • Microsoft Word (Track Changes, styles, macros) • Back Cover Copy & Catalogue Writing • Social Media Content (book marketing) • Rights & Permissions (basic knowledge) • WordPress (blog publishing) • Customer Service & Events Coordination

### CERTIFICATIONS

*Mar 2024*

**Publishing Training Centre: Introduction to Copy Editing**, Publishing Training Centre

*Sep 2023*

**Society of Young Publishers Member**, Society of Young Publishers

### LANGUAGES

English (native)

### PROJECTS

*Oct 2024 – Apr 2025*

**Dissertation: The Economics of Independent Publishing in the UK**

Investigated the financial sustainability of UK independent publishers in the post-pandemic market.

- Interviewed **14 independent publishers** (including Canongate, Serpent's Tail, and Granta) about revenue models, print runs, and distribution challenges
- Analysed **5 years of Nielsen BookScan data** for 30 independent publishers to track market share trends
- Found that direct-to-consumer sales grew by **34% post-pandemic** among surveyed independents, with subscription models showing the strongest growth

### REFERENCES

**Catherine Hill**

Commissioning Editor, Non Fiction, Bloomsbury Publishing, c.hill@bloomsbury.com, +44 7700 900 247

**Dr. Angus Phillips**

Director, Oxford International Centre for Publishing, Oxford Brookes University, a.phillips@brookes.ac.uk, +44 7700 900 513

## **EXTRA CURRICULAR ACTIVITY**

*Sep 2023 – Jun 2025*

### **Editor, Brookes Publishing Society Zine**

Produced 6 issues of a termly creative writing zine. Managed submissions from 40+ contributors per issue and coordinated print production with a local printer. Grew distribution from 100 to 250 copies per issue.