

# ANNA BENDIY

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## PROFILE

An enthusiastic and adaptable word person, with seven years of experience in publishing, and an eye for good grammar, compelling writing style and great storytelling.

## EXPERIENCE

### Editorial Coordinator & Production Editor, Kids Can Press / 2018-PRESENT

- Proofread and copyedited creative content such as books, event posters, e-blasts, ads, catalogue copy and promotional materials (ex. booklets, printouts, press releases)
- Hired freelance proofreaders and copy editors for each book, managing workflow and process as needed
- Lead, coordinated and organized the contract signing process, liaising with Legal on issues of copyright, trademarks, etc.
- Wrote marketing cover copy for frontlist books
- As production editor on 8-12 books per year, project managed and coordinated stakeholder feedback for final approval in a timely manner
- Edited for accuracy, clarity, grammar, quality, spelling, syntax, consistency, and conformity with CMOS and the in-house style guidelines
- Reviewed, developed and proposed alternative written content as needed
- Served as editorial lead on the McDonald's Happy Meal books project, creating 24 special editions in French and English on a tight schedule and to the satisfaction of the client
- Maintained design integrity while suggesting editorial changes; reviewed both designed illustrated and text elements
- Collaborated with designers, production manager, managing editor, main editor, designer, authors and illustrators to resolve text or layout issues
- Managed production timeline for each book, delivering each project error-free to the printer
- Analyzed editing process and constructively suggested improvements from time to time

### Freelance Editor & Translator / 2020-PRESENT

- Established and maintained successful client relationships with companies and authors, tailoring editorial approach to each client's needs and experience
- Translated and edited translations in the following genres: sci-fi, fantasy, history, literary fiction, speculative fiction (UKR to ENG)
- Organized project schedules, successfully communicating milestones to clients
- Provided proofreading, copyediting and editorial review services with high client satisfaction rate
- Ensured text adhered to industry best practices for nonfiction and fiction, both for short form and long form content

### **Publisher Relations Coordinator, Rakuten Kobo – 2016-2018**

- Coordinated with cross-functionally with international publisher relations managers to help launch Kobo's audiobooks product, working in an Agile and deadline-driven environment
- Created standards and coordinated the in-house contract signing process
- Analyzed bestsellers, promotions and competitor data to help generate meaningful reports for onboarding publishers
- Provided occasional copy editing support to PR and communications

## **EDUCATION**

### **FUNDAMENTALS IN UX WRITING COURSE / 2023**

UX Content Collective

### **CERTIFICATE IN PUBLISHING / 2015-2016**

Toronto Metropolitan University

**Course Highlights: Practical Grammar, Proofreading, Copy Editing, Substantive & Stylistic Editing, Marketing & Publicity**

### **BA IN ENGLISH, HISTORY and ETHICS, SOCIETY & LAW / 2011-2015**

University of Toronto

## **TOOLS**

Adobe, Microsoft Office, Google Suite, Figma, Canva

## **VOLUNTEER EXPERIENCE**

### **EDITOR IN CHIEF / 2016-2023**

#### **TALES & FEATHERS MAGAZINE**

- Edited science-fiction and fantasy short stories to improve character arcs, world-building, plot, overall flow and quality
- Acquired SFF stories to build the voice and direction of the magazine

- Wrote web, promotional and fundraising copy to launch the magazine