

## RACHAEL PHILLIPS

[rachael@rachaelphillips.net](mailto:rachael@rachaelphillips.net), 802-595-6737  
<https://www.linkedin.com/in/rachael-l-phillips>

### WORK EXPERIENCE

#### Ooligan Press

Portland, OR

*Award winning, student-run, Pacific Northwest press.*

Project Manager

*June 2023-present*

- Manages execution and quality of all decisions and deliverables related to the project.
- Assigns tasks and deadlines to 6-7 direct reports, gives feedback and assistance as needed.
- Communicates consistently with author, publisher, and 5+ department managers.
- Determines company-wide production timeline and makes adjustments as necessary.
- Represents the project to sales representatives, venues, and audiences.

#### Rachael Phillips Publishing Services

Portland, OR

*Full-spectrum book publicity services.*

Freelance editor and publicist

*February 2025-present*

- Proofreads completed projects for ISTE+ASCD, a major educational publisher.
- Manages creation of social media posts and ads for a collective of six authors.
- Creates publicity campaigns targeting reviewers, interviewers, and book clubs.
- Maintains author websites including content updates, user optimization, and maintenance.

#### Powell's Books

Portland, OR

*World's largest independent bookstore.*

Generalist

*October 2023-present*

- Provides excellent customer service in a loud and crowded store environment.
- Maintains knowledge of industry news and trends to successfully handsell to customers.
- Curates and merchandises displays throughout the store, including in the front showroom.

#### Compassionate Computing Lab

Portland, OR

*Developing computational technology to serve diverse communities.*

Communications Assistant

*October 2024-February 2025*

- Manages appearance and navigation of Compassionate Computer Lab website.
- Proofreads grant proposals and creates supporting materials, such as infographics.

### EDUCATION

#### Portland State University

Portland, OR

*Degree: Master of Arts in Book Publishing*

*GPA: 4.0*

*Intended graduation: June 2025*

#### Northeastern University

Boston, MA

*Degree: Bachelor of Arts in International Affairs*

*GPA: 3.85*

*Graduated: May 2020*

*Honors and Awards: Boren Scholarship, Summer Scholars Independent Research Fellowship (two consecutive years), University Scholars Program*