

RACHAEL PHILLIPS

802-595-6737, rachael@rachaelphillips.net
<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 Marketing and Publicity

Portland, OR

Full-spectrum promotional services

Freelance Marketer and Publicist

February 2025-present

- 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.
- Advises on professional standards and best practices in the book publishing industry.

Powell's Books

Portland, OR

World's largest independent bookstore.

Generalist

October 2023-present

- Researches market trends and popular releases to provide recommendations to customers.
- Produces marketing copy for use on the Powells.com website and in the physical store.
- Curates and organizes specific aisles and displays.

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.
- Assists with grant proposals by creating graphics and providing copyediting services.

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