

KATE EARLEY

EMERGING EDITOR AND PUBLISHING PROFESSIONAL



Email for Information



ka615029@ucf.edu



West Melbourne, FL 32904

EDUCATION

BACHELOR OF ARTS — EXPECTED SPRING 2027

Writing & Rhetoric, Professional Writing and Rhetoric Specialization
Minors in Technical Communication and Creative Writing
Editing and Publishing Certificate
University of Central Florida

PROFESSIONAL AFFILIATIONS & HONORS

- Sigma Tau Delta (English Honor Society)
- ACES: The Society for Editing
- Knights Write Showcase, Invited Participant (2026)

ASSOCIATE DEGREE

Communications Sciences
Eastern Florida State College
2009 – 2011

SKILLS

Editing & Writing

- Developmental Editing
- Line Editing
- Copyediting
- Story Structure
- Reader-Experience Analysis

Content & Marketing

- SEO
- Content Strategy
- Social Media Management
- Email Campaigns
- Brand Messaging
- Audience Analytics

Communication & Project Management

- Client Communication
- Editorial Project Management
- Workflow Coordination

Professional Tools

- Microsoft 365
- Google Workspace
- WordPress
- Trello
- Adobe Photoshop

SUMMARY

Writer and editor with professional experience in developmental editing, line editing, manuscript evaluation, and reader-response feedback for independent authors. Currently pursuing a B.A. in Writing & Rhetoric with a specialization in Professional Writing and Rhetoric and minors in Technical Communication and Creative Writing at the University of Central Florida.

Experienced in client communication, editorial project management, multimodal composition, content strategy, and audience-focused brand development. Active in professional and academic communities, including ACES: The Society for Editing, the Editorial Freelancers Association, and Sigma Tau Delta. Committed to helping writers strengthen structure, clarity, and reader engagement while building a career that encompasses editing, writing, and publishing.

WORK EXPERIENCE

OWNER/OPERATOR

Plot & Paper, under The Deckle Leaf LLC / West Melbourne, Florida / 2024 – Present

- Conduct developmental manuscript evaluations and provide structured editorial feedback for independent authors across multiple genres.
- Manage editorial projects from inquiry through completion, including client communication, scheduling, project workflows, and deliverable preparation.
- Prepare developmental, line, and reader-experience feedback tailored to each manuscript's needs and the author's publishing goals.
- Develop website copy, brand messaging, and content strategies to strengthen the business's professional presence and audience engagement.
- Analyze website and social media performance to refine communication strategies and support long-term brand development.
- Edit manuscripts in British, Australian, and U.S. English while maintaining regional language conventions and stylistic consistency.

OWNER/OPERATOR

Planner & Paper Company, under The Deckle Leaf LLC / West Melbourne, Florida / 2017 – Present

- Develop and implement social media strategies across Pinterest, Instagram, and Facebook to increase visibility, engagement, and product awareness.
- Create email marketing campaigns through Mailchimp to support customer retention and brand communication.
- Conduct audience and market research to refine promotional strategies and identify growth opportunities.
- Design branded digital assets, advertisements, and promotional graphics for web and social platforms.
- Analyze Google Analytics and social media insights to evaluate campaign performance and guide future content decisions.