

# OLIVIA J. BENNETT

FREELANCE EDITOR, WRITER, AND EDUCATOR

## CONTACT

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📍 Bloomington, IL

🌐 [bit.ly/oliviajbennett](https://bit.ly/oliviajbennett)

## EDUCATION

**Bachelor of Arts — 2024**  
English Education  
Illinois State University  
GPA: 3.9/4.0

## CERTIFICATIONS

**Professional Educator License**

- 9-12 English-Language Arts
- State of Illinois
- Issued 2024 | Expires 2029

**Writing Tutor — Level 1**

- ITTPC—College Reading & Learning Association
- Issued 2023

## SKILLS

### Technical

- Chicago Manual of Style, 18<sup>th</sup> Edition
- Associated Press Style
- Track changes (MS Word)
- Outlook email and Office
- Google Suites

### Professional

- Organization
- Clear verbal and written communication
- Works well collaboratively and independently
- Time management
- Leadership and project management

## PROFILE

As an award-winning author and classically-trained educator, I have a unique blend of writing and teaching skills to guide writers and their stories toward realistic goals. I am seeking to grow as a freelance editor by working with small presses and indie authors, particularly in developmental and copyediting. Excellent at self-starting and working independently, my experience and education make me a perfect fit for roles in writing and publishing.

## PROFESSIONAL EXPERIENCE

### Freelance Editor

Proofreader—*Page & Vine* (October 2025–present)

Copyeditor—*Vine Leaves Press* (January 2026–present)

Copy, Line, and Dev Editor—*Client-Based* (August 2024–present)

- Edit fiction and nonfiction manuscripts in accordance with client's outlined goals
- Copyedit and proofread in accordance with the publisher's house style and the *Chicago Manual of Style, 18<sup>th</sup> Edition*
- Create style sheets that ensure consistency in regards to stylistic and structural elements
- Write line editing evaluations, developmental editing letters, and manuscript evaluations

### Acquisitions Intern

Submission Reader—*SnowRidge Press* (Summer 2024)

- Assisted in annual acquisitions, evaluating queries and full-length manuscripts for publication
- Evaluated manuscripts in accordance with current market conventions and the publishing house's specific imprints
- Evaluated manuscripts to hone structure, improve content, and enhance author's voice and vision for their book
- Wrote up detailed reports based on literary craft elements to justify the decision of "accept" "reject" or "revise and resubmit"

# SAMPLE LIST

OF EDITED TITLES

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## REVIEWS

"Olivia has a keen eye and a thorough understanding of narrative, making her invaluable as a proofreader and editor. She's a pleasure to work with and will have your story treading in the right direction! Highly recommend!"

—John North, author of  
*Gorgon: The Crimson Witch*

"Olivia was a joy to work with because of her amazingly positive attitude and her thoroughness when evaluating manuscripts. Her timeliness and flexibility were also necessary and valued."

—Savanna Roberts, Co-Founder  
& HOO at Snow Ridge Press

"Olivia was a great editor! She worked quickly, caught a lot of pesky grammar errors and gave me actionable feedback in order to take the my work to the next level."

—Eleanor Wells, author of  
*Our Lifelong Dreams*

"Olivia's experience allowed me to tighten the pace, improve the tension, and cut unnecessary backstory. After our collaboration, I felt more confident about my novel. She was highly knowledgeable, very easy to communicate with, and the most lighthearted editor I've had the pleasure of working with."

—McCaid Paul, author of  
*Allegation* and *Dead River*



## COPYEDITING & LINE EDITING

### Indie Authors

- *Ease the Chaos* by Renee Welk (2024)
- *Gorgon: The Crimson Witch* by John North (2025)
- *Gorgon: The Minotaur's Wrath* by John North (forthcoming 2026)
- *Narrative Wins!* by Joe Caruso (forthcoming 2025)
- *To Chase a Prophecy* by Sterling M.Z. (forthcoming 2026)
- *Allegation* by McCaid Paul (forthcoming 2026)
- *Deadheads* by Eleanor Wells (forthcoming 2026)

### SnowRidge Press

- *To Wish for a Prince* by Savanna Roberts (forthcoming 2026)



## PROOFREADING

### Page & Vine

- *Court of Ravens & Ruin, Court of Greed & Gold, Court of Monsters & Malice, Court of Serpents & Secrets* by Eliza Raine (forthcoming 2026)



## DEVELOPMENTAL EDITING

### Indie Authors

- *Our Lifelong Dreams* by Eleanor Wells (2025)
- *Fragments of Another Life* by Eleanor Wells (2025)
- *I've Been Here Before* by Eleanor Wells (2025)