



OLIVIA J. BENNETT

FREELANCE EDITOR, WRITER, AND EDUCATOR

CONTACT

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EDUCATION

Bachelor of Arts — 2024

English Education

Illinois State University

GPA: 3.9/4.0

CERTIFICATIONS

Professional Educator

License

- 9-12 ELA
- State of Illinois
- Issued 2024 | Expires 2029

Writing Tutor — Level 1

- ITTPC—College Reading & Learning Association
- Issued 2023

SKILLS

Technical

- Chicago Manual of Style, 18th Edition
- Track changes (MS Word)
- Microsoft Suites
- Google Suites

Professional

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



ABOUT ME

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)

Copyeditor—*Wildling 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, 18th 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

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 (2026)
- *To Chase a Prophecy* by Sterling M.Z. (forthcoming Spring 2026)
- *Deadheads* by Eleanor Wells (forthcoming 2/11/2026)

SnowRidge Press

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

PROOFREADING

Page & Vine

- *Court of Ravens & Ruin* by Eliza Raine (forthcoming 5/5/2026)
- *Court of Greed & Gold* by Eliza Raine (forthcoming 6/16/2026)
- *Court of Monsters & Malice* by Eliza Raine (forthcoming 7/7/2026)
- *Court of Serpents & Secrets* by Eliza Raine (forthcoming 8/11/2026)

DEVELOPMENTAL EDITING

Indie Authors

- *I've Been Here Before and Other Stories* by Eleanor Wells (forthcoming 3/11/2026)

SnowRidge Press

- *The Peddler* by Elyssa S. Schwendy (forthcoming 2/25/2026)