




SHUVAM KABIR

 kabir.shu@gmail.com

 @ShuvamKabir

 @shuvamkabir

 shuvamkabir.com

SKILLS

EDITORIAL

- Copy editing, line editing, proofreading
- Copy writing (jacket copy, reader's reports)
- Technical writing, editing
- Keyword Utilization (SEO, BISAC)

SOFTWARE

- **Adobe CC:** Indesign, Photoshop, Premiere Pro, After Effects
- **Microsoft Office:** Word, Excel, Powerpoint
- Audacity, LyX, GIMP

PRODUCTION

- Digital rhetoric, visual design
- Podcasting, recording
- Photography
- Videography
- Document Design: brochures, posters, covers, infographics

GENERAL

- Excellent written/verbal communication
- Multitasking
- Attention to detail
- Fast reading, analysis

EXPERIENCE

Ovi Kabir for Tennessee

Oak Ridge, TN

Editorial and Digital Design Consultant (contract)

APR 2020-
PRESENT

- Substantively edited copy for political candidacy website
- Consulted on website usability and logo design
- Quality assurance lead to successful website launch

Appalachian Sleep Disorders Center

Jellico, TN

Newsletter Designer and Editor (contract)

DEC 2019-
APR 2020

- Produced newsletter template
- Researched stories and wrote copy for medical news articles

Algonquin Books

Chapel Hill, NC

Editorial Intern

MAY 2019-
SEP 2019

- Read and evaluated incoming manuscripts
- Wrote reader's reports for rapid response to authors/agents
- Participated in editorial meetings to help shape future catalogs

The Greensboro Review

Greensboro, NC

Intern (Dec 2017), Digital Editorial Assistant (May 2018)

DEC 2017-
MAY 2019

- Proofread and edited interior copy of short stories, poetry
- Evaluated submissions to shape upcoming issues
- Liaised with authors and crafted response letters
- Piloted new Digital Editorial Asst. position to supplement staff
- Produced media to increase online traffic: digitized back-issues and reading compilations

Digital ACT Studio

Greensboro, NC

Graduate Assistant and Digital Design Consultant

AUG 2017-
MAY 2019

- Advised clients on digital design rhetoric and project workflow
- Quality service, outreach and office management resulted in record numbers of clients
- Piloted the Digital Literacy Assistantship program to improve outcomes for multimedia class projects
- Managed multiple projects: video/audio/image content for social media, design handbooks, tutorials, workshops

REFERENCES

Chuck Adams

Executive Editor at Algonquin Books Chapel Hill, NC

Kathy Pories

Executive Editor at Algonquin Books Chapel Hill, NC

Vaughn Stewart

Director, UNCG's Digital ACT Studio Greensboro, NC

Terry Kennedy

Director, UNCG's MFA Writing Program Greensboro, NC
Head Editor of *The Greensboro Review*

EDUCATION

University of North Carolina, Greensboro
Greensboro, NC

Master of Fine Arts, Creative Writing, May '19

- Kathy Walker Phipps Graduate Award for Creative Writing (2018)
- Honor Society of Phi Kappa Phi

University of Tennessee
Knoxville, TN

Bachelor of Arts, English, Dec '15