



**Jon Boggs** has been an editor at a university press since 2017 and earlier served 11 years in content marketing and graphic design roles. He has sustained an independent publishing program and pro bono editorial and graphic design work since 2009. Well-acquainted with Adobe Acrobat (incl. Adobe Sign), InDesign, Illustrator, and InCopy, Microsoft Office, and the Chicago Manual of Style, 17th edition. Also familiar with WordPress, Firebrand, Access, Lulu. Portfolio: [oddpuritan.com](http://oddpuritan.com).

## PROFESSIONAL EXPERIENCE

### *Editorial Assistant*

The University of Tennessee Press

May 2017–Present

Knoxville, TN

- Help 30+ frontlist books go to print annually; manage all stages of page proof as chief editorial liaison to authors and production staff
- Review page proofs for typographical errors and fidelity to manuscript, house style, and design standards in three passes; proofread board forms, dust jackets, catalogs, and ads
- Copyedit manuscripts as needed, including file prep for typesetting; proof and style all index manuscripts for typesetting
- Manage copyeditors and indexers as needed; commission indexes as needed
- Write dust jacket copy as needed; solicit blurbs as needed; serve on cover selection committee
- Secure all Cataloging-in-Publication data and copyright certificates
- Fulfill comp-copy debts to authors, editorial contributors, and Library of Congress CIP and copyright programs; manage press library
- Record and archive minutes for editorial board meetings; process new author contracts; initiate title-management database records, revise metadata, and update website CMS as needed
- Collaborate with authors to secure permissions for copyrighted material; inspect submitted image files for resolution
- Resolve incoming rights and permissions queries

### *Content Specialist (by contract)*

Invisible Fence Brand—Radio Systems Corp

Nov. 2015–May 2017

Knoxville, TN

- Write and edit content for print and web promotions and product manuals, including blog content
- Edit and publish national dealer newsletter weekly
- Review national dealer communications for brand alignment
- Contributed creative direction for 2.0 launch of *invisiblefence.com*

*More . . .*



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## MORE PROFESSIONAL EXPERIENCE

*Creative Content & Graphic Design Specialist*  
Paradym Corp

April 2015–Sept. 2015  
Knoxville, TN

- Researched, designed and wrote digital marketing materials (ebooks, infographics, email “drip campaigns,” etc.)
- Delivered content wireframes for launch of *paradym.com*
- Facilitated brand identity transition from VisualTour to Paradym

*Publications Editor & Graphic Designer*  
BPV Capital Management

Oct. 2013–Jan. 2015  
Knoxville, TN

- Designed, wrote, and edited promotional print and web assets
- Edited, published, and managed content on *backporchoista.com*
- Managed freelance and vendor relationships
- Developed house graphic and editorial style guide
- Contributed to workflow and compliance-standards development in startup environment

*Marketing Copywriter*  
InterVarsity Press

June 2006–March 2013  
Downers Grove, IL

- Wrote descriptive copy for 100 front list titles a year
- Developed content for all catalogs, collateral; edited quarterly book bulletin
- Managed book and author information on an Access-based DBMS
- Traveled to and worked academic and denominational conferences as needed
- Presented new academic manuscripts at in-house sales conferences
- Conducted author interviews; built lists for major mailing

## INDEPENDENT WORK

*Editor*  
Are Not Books and Publications

Jan. 2009–Present  
Toledo, OH

- Co-developed list at [arenotbooks.com](http://arenotbooks.com)

*Volunteer Book Publishing Coordinator*  
Dzokden/Tibetan Buddhist Rimé Institute

Jan. 2022–Present  
San Francisco, CA

- Manage all phases of manuscript dev, page proof, and production for select translation projects, including copyright, metadata, etc.
- Coordinate with international team of translators and layout artists

*More . . .*



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## EDUCATION

B. A. English, Summa cum laude (3.835/4.0) Valparaiso University	May 2005 Valparaiso, IN
Claritas Investment Certificate CFA Institute	Sept. 2014 New York, NY
Successful Marketing: Basics to New Directions University of Chicago Graham School	Nov. 2009 Chicago, IL

## ACTIVITIES & HONORS

2022–Present, Volunteer Book Publishing Coordinator, Dzokden, San Francisco, CA  
2020–Present, Board of Directors, Milarepa Ösel Chö Dzong Retreat Center, Happy Valley, TN  
2017, Presenter (Far-Near Publications), “Salamander Surprise: Finding a Poetics of Pietism in ‘The Book of Nature’ According to Paracelsus, Johann Arndt, and Jacob Boehme,” CIVA Biennial Conference, Azusa, California  
2017, Exhibitor (Are Not Books), CAA Annual Conference, New York City, NY  
2017, Leadership Team (liturgy planning), Central United Methodist Church, Knoxville, TN  
2016, Exhibitor (Are Not Books), CAA Annual Conference, Washington D.C.  
2016, Contributing Friend Donor, University of Tennessee Libraries  
2015, Substitute teacher, Knox County Schools  
2011, 97th percentile in verbal reasoning, GRE  
2009, Nonprofit Merit recognition, HOW Magazine, In-Howse Design Awards  
2004, Sigma Tau Delta national English honors society participant  
2001-2005, Christ College Scholar, Valparaiso University Honors Program  
2004, Paul F. Phipps Merit Scholarship in English