

HADLEY NIKOLE HENDRIX

hadleyhendrix.com
hadleynikolehendrix@gmail.com

EDUCATION

University of North Florida

Bachelor of Arts (BA) in Interdisciplinary Studies, Concentration in Psychology in Writing, Minor in Creative Writing

GPA: 4.0

Summa Cum Laude

Jacksonville, FL | May 2023

LIM College of Fashion Business

Visual Merchandising

Fashion Scholar

New York, NY | Fall 2018

Douglas Anderson School of the Arts

Creative Writing

Jacksonville, FL | May 2018

EXPERIENCE

Editorial Designer

August 2021—Present

- Design and layout publications, utilizing typography, layout, color, and imagery
- Craft tailored designs that fit the needs of each publication
- Typeset every page of books and magazines to ensure an enjoyable reading experience
- I've worked with Trio House Press, Wolsak & Wynn, Featherproof Books, *Banyan Review*, and more

The Banyan Review

April 2021—Present

Designer

September 2023—Present

- Typeset each issue using the template I designed
- Created mock ups of the cover and spreads and consistently communicated with Editors-in-Chief to ensure satisfaction and accuracy in fulfilling their vision for their first magazine layout
- Incorporated typographic style and technique, making effective use of typefaces to craft an artistic and readable issue
- Designed an interactive pdf for a more user-friendly Flipbook experience, utilizing a bookmarked TOC, hyperlinks, and linked videos

Assistant Editor

October 2021—January 2022

- Reviewed submissions, organizing them in a spreadsheet for ease and clarity when communicating with the primary editor during weekly reviews
- Reduced reading time for submissions, providing writers and artists with quicker responses as to whether their work was accepted or declined

Marketing Liaison

April 2021—June 2021

- Improved social media marketing by strategizing when to post on different platforms
- Monitored social media daily to communicate with readers and facilitate conversations
- Influenced readers by using captivating designs, tagging artists and writers in posts, and increasing traffic with hashtags and proficiency with services, like Later.com and Canva
- Evaluated marketing strategies in comparison to other literary magazines

Reckless Records

Chicago, IL | July 2023—July 2024

Record Seller

- Catalogued CDs, LPs, 45s, DVDs, etc. by genre and date of when we acquired the item to maintain an expansive music and film library
- Managed and updated inventory, correcting processing and transfer errors with PuTTY software
- Updated social media with new releases
- Prioritized customer's needs by holding items, checking them out, and filling special orders
- Cultivated a sense of community through hosting events, listening parties, posting flyers for local artists, etc.

Talon Review

August 2020—January 2024

Layout & Design Director

February 2023—January 2024

- Directed artistic outlook for magazine issues, including typography, layout, and design
- Utilized Illustrator, Photoshop, and InDesign to create and layout the magazine
- Supported accessibility by ensuring that contrast, font choices, and proportion support the read rather than distract

Fiction Editor*August 2020—May 2021*

- Managed fiction team, ensuring stories were read and copyedits were made in a timely fashion before returning decisions to editorial board
- Established relationships with team members and negotiated to reduce conflict when disagreeing about whether to publish a piece
- Created meeting notes and daily reminders to facilitate engagement and commitment to achieving goals
- Marketed to MFA programs and on social media to increase submissions
- Contributed to the development of social media ideas, the Catch newsletter, and designed flyers for readings
- Trained the Fiction Editor who took over my position in Fall 2021

Trio House Press (THP)*January 2021—Present***Book Designer***August 2021—Present*

- Layout the interiors for books using Adobe InDesign, while updating the poets on the production process
- Research unfamiliar concepts and communicate with others to achieve a better understanding of InDesign and produce a book that the press and author love
- Composed an InDesign manual for interns and others at the press to ensure consistency and a quicker production process

Copyeditor*January 2021—May 2023*

- Copyedited books using the *Chicago Manual of Style*, meticulously combing through manuscripts to improve readability and ensure a polished book
- Checked facts and queried authors to certify that information is accurate and to protect the author's intent
- Improved structure to ensure cohesion and concision
- Proofed manuscripts before they were sent to production

Administrative Assistant*August 2021—January 2023*

- Designed and composed a volunteer handbook for compliance, introducing volunteers to THP's annual projects and how to accomplish tasks
- Organized information (marketing info.; press, literary magazine, and poet contact details; etc.) into sharable spreadsheets
- Created educational plans to maintain non-profit status

Marketing Liaison*January 2021—January 2023*

- Created press releases and query letters, while communicating with the poets to ensure their satisfaction
- Wrote distribution summaries
- Researched publications and developed marketing strategies to improve the chances of books being reviewed, while organizing marketing information for clarity and consistency among the press

UNF Writing Center*Jacksonville, FL | June 2021—August 2023***Writing Consultant**

- Read student papers, helped students recognize how their writing can improve, and guided them through editing and revising
- Illustrated writing concepts by showing examples, sharing resources, and modeling how to correct errors
- Maintained a comprehensive understanding of multiple style manuals and types of papers to ensure accuracy when advising students and providing them with resources
- Crafted lesson plans and tip sheets that present complex writing concepts in a simple and cohesive manner
- Designed marketing content in Adobe Illustrator to increase brand awareness

Featherproof Books*August 2022—June 2023***Assistant Reader**

- Read submissions on Submittable in an organized way to ensure each manuscript received a careful eye and timely response
- Communicated and updated supervisor with thoughts on submissions and how to improve the process
- Updated Squarespace website with minibooks

Adrian G. Marcuse Library*New York, NY | September 2018—December 2018***Student Worker**

- Organized the library according to the Dewey Decimal System, while noting how many students were in the library each hour to track foot traffic
- Managed inventories, ensuring books and magazines were in their appropriate places
- Collaborated with others to ensure an effective management of tasks

BOOKS & MAGS

2024

Cover / Interior Design & Typesetting | *The Banyan Review* – Issue 19: Fall 2024
Cover Layout | *Mom Egg Review* – Volume 22: Ages / Stages
Cover / Interior Design & Typesetting | *The Banyan Review* – Issue 18: Spring 2024
Typesetting | *Four Fields* by Dorinda Wegener (Trio House Press)
Typesetting | *Dressing the Bear* by Susan L. Leary (Trio House Press)

2023

Artwork, Cover / Interior Design, & Typesetting | *Talon Review* – Vol. 3, Issue 2: Spare Wile
Cover / Interior Design & Typesetting | *The Banyan Review* – Issue 17: Winter 2023
Rebranding, Cover / Interior Design & Typesetting | *The Banyan Review* – Issue 16: Fall 2023
Cover / Interior Design & Typesetting | *Talon Review* – Vol. 3, Issue 1: Floweret / Poppy / Wilt
Typesetting | *Live in Suspense* by David Groff (Trio House Press)
Primary Editor & Typesetter | *A Northern Spring* by Matt Mauch (Trio House Press)

2022

Copyediting & Typesetting | *The Fallow* by Megan Neville (Trio House Press)
Copyediting | *Bloomer* by Jessica Hincapie (Trio House Press)

2021

Assistant Editor | *The Banyan Review* – Issue 8: Winter 2021
Copyediting | *Sweet Beast* by Gabriella R. Tallmadge (Trio House Press)
Copyediting | *The Traditional Feel of the Ballroom* by Hannah Gamble (Trio House Press)
Fiction Editor | *Talon Review* – Vol. 2, Issue 4: DreamPiece

2020

Fiction Editor | *Talon Review* – Vol. 2, Issue 3: Rejuvenescence

OTHER PROJECTS & CREATIVE PARTICIPATION

Guest Lecturer | University of North Florida, explained how to navigate InDesign and layout a magazine [2023]
Model | American Beauty Show, CLICS [2022]
Director | “Bumping Against the Ceiling,” a short film [2022]
Reader | MOCA’s Romancing the Mirror Exhibition [2021]
Album Art & Design | *HOOVED* (Eat Poems) [2021]
Interviewer | Interviewed David Groff on his book *Clay* and created a lesson plan for Trio House
Interviewer | Interviewed Steven Kolb, President and CEO of the Council of Fashion Designers of America (CFDA) [2018]
Member | Fashion Styling Club at LIM College [2018]
Volunteer | Manhattan Vintage Trade Show [2018]
Member | Spoken Word Club at Douglas Anderson [2014–2016]

PUBLISHED WORK

Art

Melting Into You | *The Banyan Review* – Issue 7: Fall 2021 [2021]

Writing

Fiction

A Perfect Warmth | *Talon Review* – Vol. 2, Issue 2: First Light [2020]
Wednesday’s Colors Leave White Space | *ÉLAN* International Student Literary Magazine [2016]

Poetry

‘Otherwise Fallin in Love’ Song by Les Rallizes Dénudés | *The Rising Phoenix Review* [April 2021]
relocation | *The Banyan Review* – Issue 7: Fall 2021 [2021]
a moth zaps himself repeatedly on my porch light | *The Banyan Review* – Issue 7: Fall 2021 [2021]

Book Reviews

Stripping Away the Many Layers of *The Queen’s Gambit* by Walter Tevis | *Talon Review* – The Catch Newsletter [2021]

Interviews

Unscene Magazine | Sasha Kovalenko interviews me on my writing process [2022]

EDITING SKILLS

Style Manuals

CMOS
MLA
APA

Literary Programs

Library of Congress
Submittable
Ingram
Lightning Source
Bowker

LANGUAGES

English
Danish

TECHNICAL SKILLS

Adobe

InDesign
Photoshop
Illustrator
Acrobat Pro

Open Source Software (OSS)

PuTTY

Social Media

Instagram
Twitter
Facebook

Web-Building

Word Press / Elementor