

HADLEY NIKOLE HENDRIX



hadleyhendrix.com
hadleynikolehendrix@gmail.com

ABOUT ME

Hello! I am an Editorial Designer based in Chicago, specializing in publication design and typesetting. I work with publishers, magazines, and self-publishing authors to design, layout, and typeset the covers and interiors of their publications.

EXPERIENCE

Aug 2021–Present

Hadley Hendrix

Editorial Designer

- Design and layout publications, utilizing typography, layout, color, and imagery
- Craft tailored designs that fit the needs of each publication
- Typeset every page to create an enjoyable reading experience
- Clients include Wolsak & Wynn, Lanternfish, *Mom Egg Review*, & more

April 2021–Present

Banyan Review

Designer | Sep 2023–Present

- Oversee all design, layout, and typesetting for the magazine
- Consistently communicated with Editors-in-Chief to ensure satisfaction and accuracy in fulfilling their vision for a magazine redesign in 2023
- Designed an interactive pdf for a more user-friendly Flipbook experience, utilizing a bookmarked TOC, hyperlinks, and linked videos

Assistant Editor | Oct 2021–Jan 2022

- Organized submissions 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

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
- Evaluated marketing strategies of other literary magazines

July 2023–July 2024

Reckless Records

Record Seller

- Catalogued all media (CDs, LPs, 45s, DVDs, etc.) by genre and date of acquisition to maintain an expansive music and film library
- Managed and updated inventory, correcting processing and transfer

- errors using PuTTY
- Updated social media with new releases
- Prioritized customer needs (placing items on hold, ringing them out, and filling special orders)
- Cultivated a sense of community through hosting events, listening parties, posting flyers for local artists, etc.

Aug 2020–Jan 2024

Talon Review

Layout & Design Director | Feb 2023 – Jan 2024

- Directed creative outlook for magazine issues, including typography, layout, and design
- Supported accessibility by ensuring contrast, fonts, and proportion support the read rather than distract

Fiction Editor | Aug 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 my team and negotiated to reduce conflict when disagreeing about whether to publish a piece
- Organized meeting notes and daily reminders to facilitate engagement and commitment to achieving goals
- Contributed to the development of social media ideas, The Catch Newsletter, and designed flyers for readings

Jan 2021–Present

Trio House Press

Book Designer & Typesetter | Aug 2021–Present

- Layout the interiors for books using InDesign, while updating poets on the production process
- Research unfamiliar concepts and communicate with others to achieve a better understanding of typesetting and constantly improve
- Composed an InDesign manual for interns to maintain consistency and a quicker production process

Copyeditor | Jan 2021–May 2023

- Copyedited books using the *Chicago Manual of Style*
- Checked facts and queried authors to protect the author's intent
- Improved structure to ensure cohesion and concision
- Proofed manuscripts before sent to production

Administrative Assistant | Aug 2021–Jan 2023

- Designed and composed a handbook for compliance, introducing volunteers to THP's annual projects and routine tasks
- Organized marketing info., contact information, and more into sharable spreadsheets
- Created educational plans to maintain non-profit status

Marketing Liaison | Jan 2021–Jan 2023

- Created press releases and query letters
- Wrote distribution summaries
- Researched publications and improved marketing strategies to increase the likelihood of books being reviewed

June 2021–Aug 2023

UNF Writing Center

Writing Consultant

- Helped students improve their writing, guiding them through editing and revising
- Illustrated writing concepts by showing examples, creating lesson

- plans, sharing resources, and modeling how to correct errors
- Maintained a comprehensive understanding of multiple style manuals and types of academic papers
- Designed bookmarks and stickers in Adobe Illustrator to increase brand awareness on campus

Aug 2022–Aug 2023

Featherproof Books

Assistant Editor

- Read submissions, ensuring each manuscript received a careful eye and timely response
- Updated supervisor with thoughts on submissions and how to improve the process
- Updated Squarespace website with mini-books

09/2018–12/2018

Adrian G. Marcuse Library

Library Assistant

- Sorted and reshelfed items according to the Dewey Decimal System
- Collected data on foot traffic
- Collaborated with others to ensure an effective management of tasks

EDUCATION

- 2023 BA in Psychology in Writing, Minor in Creative Writing, Summa Cum Laude, University of North Florida, Jacksonville, FL
- 2018 LIM College, Fashion Scholar, New York, NY (Fashion Merchandising courses)
- 2018 HS, Major in Creative Writing, Douglas Anderson School of the Arts, Jacksonville, FL

PUBLICATION DESIGN

- 2024 **Cover Design** | *Baby Cerberus* (Natasha Ramoutar, Wolsak & Wynn)
- Cover / Interior Design & Typesetting** | Issue 19 (*Banyan Review*)
- Cover Layout** | Volume 22: Ages/Stages (*Mom Egg Review*)
- Cover / Interior Design & Typesetting** | Issue 18 (*Banyan Review*)
- Typesetting** | *Four Fields* (Dorinda Wegener, Trio House)
- Typesetting** | *Dressing the Bear* (Susan L. Leary, Trio House)
- 2023 **Artwork, Cover / Interior Design, & Typesetting** | Vol. 3, Issue 2: Spare Wile (*Talon Review*)
- Cover / Interior Design & Typesetting** | Issue 17 (*Banyan Review*)
- Rebranding, Cover / Interior Design & Typesetting** | Issue 16 (*Banyan Review*)
- Cover / Interior Design & Typesetting** | Vol. 3, Issue 1: Floweret / Poppy / Wilt (*Talon Review*)
- Typesetting** | *Live in Suspense* (David Groff, Trio House)
- Primary Editor & Typesetter** | *A Northern Spring* (Matt Mauch, Trio House)
- 2022 **Copyediting & Typesetting** | *The Fallow* (Megan Neville, Trio House)
- Copyediting** | *Bloomer* (Jessica Hincapie, Trio House)

- 2021 **Assistant Editor** | Issue 8 (*The Banyan Review*)
Album Art & Design | *HOOVED* (Tayve Neese, Eat Poems)
Copyediting | *Sweet Beast* (Gabriella R. Tallmadge, Trio House)
Copyediting | *The Traditional Feel of the Ballroom* (Hannah Gamble, Trio House)
Fiction Editor | Vol. 2, Issue 4: DreamPiece (Talon Review)
- 2020 **Fiction Editor** | Vol. 2, Issue 3: Rejuvenescence (*Talon Review*)

LECTURES, PARTICIPATION, & OTHER WORK

- 2024 NYU, Guest Lecturer for undergrad graphic design students, Fall Semester, New York, NY
 Design Museum of Chicago, assisted with the installation of *Letters Beyond Form* exhibition, Chicago, IL
- 2023 UNF, Guest Lecturer for a publishing course
- 2022 CLICS, Model in the American Beauty Show, Chicago, IL
 "Bumping Against the Ceiling," (a short film), Director
- 2021 MOCA, Reader in the *Romancing the Mirror* exhibition, Jacksonville, FL
- 2018 LIM College, member of the Fashion Styling Club, New York, NY
 Manhattan Vintage Trade Show, volunteer, New York, NY

PUBLISHED WORK

- 2022 *Unscene Magazine*, Sasha Kovalenko interviews me
- 2021 *Talon Review* – The Catch Newsletter, "Stripping Away the Many Layers of *The Queen's Gambit*," (book review)
The Banyan Review – Issue 7, "a moth zaps himself repeatedly on my porch light," (poem)
The Banyan Review – Issue 7, "relocation," (poem)
The Banyan Review – Issue 7, "Melting Into You," (acrylic painting)
The Rising Phoenix Review – April 2021, "'Otherwise Fallin in Love' Song by Les Rallizes Dénudés," (poem)
- 2020 *Talon Review* – Vol. 2, Issue 2: First Light, "A Perfect Warmth," (short story)
- 2016 *ÉLAN*, "Wednesday's Colors Leave White Space," (short story)

SKILLS

- Style Manuals** CMOS
 MLA
 APA

Literary Programs

Submittable
IngramSpark

Open Source Software (OSS)

PuTTY

Project Management

Google Suite
Microsoft Office
Notion

Web-Building

WordPress + Elementor
Wix

Design

InDesign
Procreate
Photoshop
Illustrator
Acrobat Pro

LANGUAGES

Danish (beginner)