

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 Hardie Grant, Lanternfish, *Little Engines*, & 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

Jan 2021–March 2025

Trio House Press

Book Designer & Typesetter | Aug 2021–March 2025

- 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

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

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

Sep 2018–Dec 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

2025	<p>Magazine Cover / Interior Design & Typesetting Issue 10 (<i>Little Engines</i>)</p> <p>Book Cover / Interior Design & Typesetting ARCHIVE (<i>Little Engines</i>)</p> <p>Book Interior Design & Typesetting <i>The Glass Garden</i> (Lanternfish Press)</p> <p>Book Interior Design & Typesetting <i>The Barefoot Followers of Sweet Potato Grace</i> (Lanternfish Press)</p> <p>Book Interior Design & Typesetting <i>The Momentum List</i> (Stephen V. Peters)</p> <p>Typesetting <i>SplICE</i> (Trio House)</p> <p>Typesetting <i>The Grace of Black Mothers</i> (Trio House)</p>
2024	<p>Book Cover Design <i>Baby Cerberus</i> (Wolsak & Wynn)</p> <p>Magazine Cover / Interior Design & Typesetting Issue 19 (<i>Banyan Review</i>)</p> <p>Magazine Cover Layout Volume 22: Ages/Stages (<i>Mom Egg Review</i>)</p> <p>Magazine Cover / Interior Design & Typesetting Issue 18 (<i>Banyan Review</i>)</p> <p>Typesetting <i>Four Fields</i> (Trio House)</p> <p>Typesetting <i>Dressing the Bear</i> (Trio House)</p>
2023	<p>Magazine Cover / Interior Design, Artwork, & Typesetting Vol. 3, Issue 2: Spare Wile (<i>Talon Review</i>)</p>

Magazine Cover / Interior Design & Typesetting | Issue 17 (*Banyan Review*)

Magazine Rebranding, Cover / Interior Design & Typesetting | Issue 16 (*Banyan Review*)

Magazine Cover / Interior Design & Typesetting | Vol. 3, Issue 1: Floweret / Poppy / Wilt (*Talon Review*)

Typesetting | *Live in Suspense* (Trio House)

Primary Editor & Typesetter | *A Northern Spring* (Trio House)

2022 Copyediting & Typesetting | *The Fallow* (Trio House)

Copyediting | *Bloomer* (Trio House)

2021 Assistant Editor | Issue 8 (*The Banyan Review*)

Album Art & Design | *HOOVED* (Eat Poems)

Copyediting | *Sweet Beast* (Trio House)

Copyediting | *The Traditional Feel of the Ballroom* (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)