

# HADLEY NIKOLE HENDRIX



[hadleyhendrix.com](https://hadleyhendrix.com)  
[hadleynikolehendrix@gmail.com](mailto: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 reshelved 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><b>Book Interior Design / Typesetting / Ebook Conversion</b>   <i>Beastly</i> (Lanternfish Press)</p> <p><b>Typesetting</b>   <i>The Brasserie Cookbook</i> (Hardie Grant North America)</p> <p><b>Typesetting</b>   <i>Korean Temple Cooking</i> (Hardie Grant North America)</p> <p><b>Magazine Cover / Interior Design / Typesetting</b>   Issue 20 (<i>Banyan Review</i>)</p> <p><b>Book Interior Design / Typesetting / Ebook Conversion</b>   <i>A Harvest of Furies</i> (Lanternfish Press)</p> <p><b>Book Interior Design / Typesetting / Ebook Conversion</b>   <i>Whiskers</i> (Lanternfish Press)</p> <p><b>Magazine Cover / Interior Design / Typesetting</b>   Issue 10 (<i>Little Engines</i>)</p> <p><b>Book Cover / Interior Design / Typesetting</b>   <i>ARCHIVE</i> (<i>Little Engines</i>)</p> <p><b>Book Interior Design / Typesetting</b>   <i>The Glass Garden</i> (Lanternfish Press)</p> <p><b>Book Interior Design / Typesetting / Ebook Conversion</b>   <i>The Barefoot Followers of Sweet Potato Grace</i> (Lanternfish Press)</p> <p><b>Book Interior Design / Typesetting / Ebook Conversion</b>   <i>The Momentum List</i> (Stephen V. Peters)</p> <p><b>Typesetting</b>   <i>Splice</i> (Trio House)</p>
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2024	Typesetting   <i>The Grace of Black Mothers</i> (Trio House)
	Book Cover Design   <i>Baby Cerberus</i> (Wolsak & Wynn)
	Magazine Cover / Interior Design / Typesetting   Issue 19 ( <i>Banyan Review</i> )
	Magazine Cover Layout   Volume 22: Ages/Stages ( <i>Mom Egg Review</i> )
	Magazine Cover / Interior Design / Typesetting   Issue 18 ( <i>Banyan Review</i> )
	Typesetting   <i>Four Fields</i> (Trio House)
2023	Typesetting   <i>Dressing the Bear</i> (Trio House)
	Magazine Cover / Interior Design / Artwork / Typesetting   Vol. 3, Issue 2: Spare Wile ( <i>Talon Review</i> )
	Magazine Cover / Interior Design / Typesetting   Issue 17 ( <i>Banyan Review</i> )
	Magazine Rebranding, Cover / Interior Design / Typesetting   Issue 16 ( <i>Banyan Review</i> )
	Magazine Cover / Interior Design / Typesetting   Vol. 3, Issue 1: Floweret / Poppy / Wilt ( <i>Talon Review</i> )
	Typesetting   <i>Live in Suspense</i> (Trio House)
2022	Primary Editor / Typesetting   <i>A Northern Spring</i> (Trio House)
	Copyediting / Typesetting   <i>The Fallow</i> (Trio House)
	Copyediting   <i>Bloomer</i> (Trio House)
2021	Assistant Editor   Issue 8 ( <i>The Banyan Review</i> )
	Album Art / Design   <i>HOOVED</i> (Eat Poems)
	Copyediting   <i>Sweet Beast</i> (Trio House)
	Copyediting   <i>The Traditional Feel of the Ballroom</i> (Trio House)
	Fiction Editor   Vol. 2, Issue 4: DreamPiece ( <i>Talon Review</i> )
	Fiction Editor   Vol. 2, Issue 3: Rejuvenescence ( <i>Talon Review</i> )
2020	

## LECTURES, PARTICIPATION, & OTHER WORK

2025	Featured in the Creative Bloq article <i>The best fonts for books</i> by Polly Allen
2024	NYU, Guest Lecturer for undergrad graphic design students, Fall Semester, New York, NY
	Design Museum of Chicago, assisted with the installation of <i>Letters Beyond Form</i> 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 <i>Romancing the Mirror</i> exhibition, Jacksonville, FL

2018	LIM College, member of the Fashion Styling Club, New York, NY Manhattan Vintage Trade Show, volunteer, New York, NY
<b>PUBLISHED WORK</b>	
2022	<i>Unscene Magazine</i> , Sasha Kovalenko interviews me
2021	<i>Talon Review</i> – The Catch Newsletter, “Stripping Away the Many Layers of <i>The Queen’s Gambit</i> ,” (book review)  <i>The Banyan Review</i> – Issue 7, “a moth zaps himself repeatedly on my porch light,” (poem)  <i>The Banyan Review</i> – Issue 7, “relocation,” (poem)  <i>The Banyan Review</i> – Issue 7, “Melting Into You,” (acrylic painting)  <i>The Rising Phoenix Review</i> – April 2021, “ ‘Otherwise Fallin in Love’ Song by Les Rallizes Dénudés,” (poem)
2020	<i>Talon Review</i> – Vol. 2, Issue 2: First Light, “A Perfect Warmth,” (short story)
2016	<i>ÉLAN</i> , “Wednesday’s Colors Leave White Space,” (short story)

## MEMBERSHIP

Young Publishers Association (YPA) Mentor | 2025  
Publishing Professionals Network (PPN) | 2024–Present

## SKILLS

<b>Style Manuals</b>	CMOS MLA APA
<b>Literary Programs</b>	Submittable IngramSpark
<b>Open Source Software (OSS)</b>	PuTTY
<b>Project Management</b>	Google Suite Microsoft Office Notion
<b>Web-Building Design</b>	WordPress + Elementor InDesign Procreate Photoshop Illustrator Acrobat Pro

## LANGUAGES

Danish (beginner)