

Andrea Ward

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Experience

American Legal Publishing

Editor, Electronic Publications, September 2020 – August 2023

- Built and updated electronic versions of municipal codes to client specifications, averaging above 98% accuracy
- Edited over 10,000 client files with precision, helping all departments mitigate file and server errors
- Worked extensively with Word, Excel, Acrobat, WordPerfect, and Folio
- Backed other departments with editing to bolster company-wide accuracy and client satisfaction
- Assisted with various special projects, including the CD-ROM and PC application of Robert's Rules of Order Newly Revised, 12th edition, and Robert's Rules of Order In Brief, 3rd edition
- Supported management with administrative tasks, including uploading and publishing code updates to the website, creating invoices, and providing technical support to clients
- Regularly met or exceeded monthly production goals, billing over \$116k in 2022
- Negotiated free paper recycling for the office to help eliminate waste

University of Cincinnati Press

Content Development Intern, Summer 2019; Student worker, Fall 2020

- Managed content development for the UC Press website, including writing, editing, and layout work
- Led weekly meetings in which tasks were discussed and assigned to team members
- Restructured UC Press website content, optimizing content flow and user experience
- Corresponded with website developers on Jira and Basecamp about website issues and work tickets
- Developed a WordPress best practices guide tailored for UC Press
- Created workflow documents to help team members understand tasks and stay on track
- Helped write jacket copy for two books published by UC Press

Cincinnati Astronomical Society

Public Outreach Intern, Spring 2016

Public Outreach Chair, May 2016 – July 2017

- Organized events with 12 local organizations; tasks included understanding venue needs, developing programs, assigning volunteer tasks, and advertising
- Managed CAS Kids, a society program for children, from April to August 2016; tasks included developing programs, giving presentations, leading activities, assigning volunteer tasks, and advertising
- Contributed posts to the society's Facebook page, resulting in 3,998 people reached in one month, a 231% increase over prior months, and 1,156 post engagements, a 136% increase over prior months
- Wrote and edited content for the society's newsletter, Sidereal Messenger

Education

University of Cincinnati, Cincinnati, Ohio

Bachelor of Arts in Liberal Arts, *summa cum laude*, April 2020

Recipient of four academic scholarships

Contributor to *The News Record*, University of Cincinnati's award-winning student newspaper