

# Race MoChridhe

Multilingual Communications Professional

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## Summary of Skills

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- **Writer & Translator:** Create content for books, journals, magazines, blogs, mobile apps, and social media. Translate technical documents and localize cloud-based UIs. Publishing credits for original works and translations in multiple genres and languages.
  - **Editor:** Work collaboratively with diverse authors and stakeholders to shape, elaborate, and revise both print and web content for accuracy, consistency, and demographic targeting. >75% success helping authors secure publishing agreements.
  - **Publisher:** Create and co-create with Adobe Creative Cloud, Editoria, LibreOffice, Microsoft Office, and G Suite. Manage journals and presses through PKP software suites (OJS, OMP). Experienced in HTML5 and TEI XML text encoding and conversion.
  - **Webmaster:** Design, build, and manage websites with Wordpress and other CMSs, including creation of custom HTML and CSS, on both cloud-hosted and in-house LAMP servers.
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## Work Experience

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### **Open Access Publishing Program Intern**

Nov 2018–present

ATLA Press (IL – remote)

I develop dynamic and functional design for websites through Open Journal Systems (OJS), Open Monograph Press (OMP), and custom HTML/CSS to support the Press' catalog as well as third-party periodicals we host. My close communication with multiple editorial boards and original market research come together in evaluating evolving publishing tools and platforms and developing in-house documentation for authors, editors, and technical staff.

### **Serials Technician and Interlibrary Loan Specialist**

Apr 2018–present

Minnesota Department of Transportation Library (MN)

On taking responsibility for the periodicals routing service, I digitized the routing log system, leading to a more than 50% reduction in staff time inputs—hours I have spent instead developing new print materials for the Library's marketing plan and spearheading outreach to advertise our research and routing services department-wide.

### **Library Assistant**

Jan 2018–present

Carver County Library (MN)

At the service desk of the County's designated 'tech library', I am a firstline face to the public for both technical and reference queries, in addition to general library services. I also write the press releases for new programming and events.

### **Volunteer Publisher**

Oct 2016–present

As a volunteer for a religious organization, I coordinate multiple publishing initiatives for calendars, magazines, and other materials. I also serve as general editor of a community-standard critical edition of Scriptural and liturgical texts, in addition to supervising translation teams rendering that volume into Spanish, Dutch, and Greek.

### **Freelance Editor**

Jun 2010–Dec 2017

Self-Employed (online)

Working online, I partnered with individuals, companies, and NGOs across Europe, the Middle East, and the Americas to develop print, web, and mobile content, to translate marketing materials and localize websites for new product launches, and to refine

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nonfiction manuscripts, with over 75% success helping clients secure contracts with houses such as Wipf & Stock and Sledge Press. I also served on the boards of several periodicals, where I oversaw copyediting teams up to four staff, with responsibility for mentorship and training of junior editors, as well as restructuring of departmental workflows and rewriting of job descriptions to improve efficiency. In my role as a founding editor of literary journal *P.Q. Leer* (2011–2014), I conducted research and spearheaded online publicity and outreach efforts to solicit content from top talent.

## **Intern**

Jan 2017–Jul 2017

Feminism & Religion ([www.feminismandreligion.com](http://www.feminismandreligion.com))

Via Skype, email, Wordpress, and other platforms, I coordinated an international network of contributors and managed digital content for an academic blog with >35,000 visitors per month, including copy editing and layout as well as digital rights management and development of editorial content.

## **Secondary and Adult Educator**

Various

Various

I taught English and ESL at both the high school (Aug 2008–Dec 2009; Jan 2015–Apr 2018) and adult (Sep 2011–May 2014) levels. At OpenEnglish, LLC (FL), my mastery of the Blackboard LMS platform and consistent four- and five-star feedback from students and instructional coaches led to an expansion of my role to include provision of technical support in English and Spanish. At Teaching Temps, Inc. (MN) I was twice selected as employee of the month (Aug 2016 & Aug 2017), once again leading to expansion of my role, this time to include design and execution of staff training on diversity and classroom management.

## **Research Assistant**

Summer 2010

Concordia University (QC)

As part of a research grant, I reviewed, translated, and summarized German-language academic literature to support revised French translations of ancient texts.

## **Editorial Assistant**

Spring/Summer 2008

*Alaska Quarterly Review* (AK)

During a temporary student position, I built an in-house reference library for the *Alaska Quarterly Review*, including original cataloging and design of the physical space. I also maintained the journal's website and databases, as well as planning and executing outreach and publicity events with local booksellers.

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## Education

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**Master of Library and Information Science** (concentration in Info. Tech.)

exp. May 2019

University of Wisconsin Milwaukee

**Master of Religious Studies**

Dec 2013

Nations University (New Orleans, LA)

**Bachelor of Arts, Languages** (concentration in German & French) – cum laude

Aug 2009

University of Alaska Anchorage

**Bachelor of Arts, History** – cum laude

May 2008

University of Alaska Anchorage