**Tobias A. Fox**

**158 Melrose Avenue**

**Irvington, New Jersey 07111**

**Day: (973) 766-1514**

**Evening: (973) 223-9526**

###### tobiasfox1@gmail.com

KEY QUALIFICATIONS:

* Strategic Planner with proven ability to complete complex jobs efficiently and effectively through oral and written communication.
* Ability to develop and administer budgets and multiple programs.
* Strong self-manager able to navigate multiple projects and initiatives to successful completion.
* Proven ability to plan, coordinate and implement initiatives.
* Keen insight and strong aptitude for negotiation and the ability to communicate effectively with people of all levels.
* Dedicated and self-motivated team player/builder.
* Proficient in Microsoft Word and Excel.
* Ability to install software applications and hardware components.
* Provide desktop support and customer service.
* Type 60 words per minute.

PROFESSIONAL DEVELOPMENT:

**Publishing Consultant & Freelance Editor** 06/09 – Present

nHouse Publishing, LLC Rahway, NJ

* Develop and implement marketing plans, market research, target audience analysis, price setting, and media planning;
* Interview and train new employees;
* Edit and Publish literary works from Authors signed with nHouse Publishing;
* Negotiate and draft Author/Publisher contracts;
* Create and coordinate internship programs;
* Copyedit and prepare manuscripts for publication by working with the author either by phone, email, or correspondence on large-scale issues about their literary work;
* Schedule book signings and other appearances.

**Crew Leader Assistant** 05/10 – 08/10

United States Census Bureau New York, NY

* Assisted Crew Leader with workflow management by performing delegated tasks such as meeting with Census Takers (Enumerators) to review work and answer questions;
* Supervised up to 30 Enumerators in Crew Leader’s absence;
* Fingerprinted and trained new team members on all aspects of project such as how to properly conduct interviews and complete forms;

         Performed fieldwork such as explained the purpose of the census to respondents;

         Conducted interviews with respondents;

         Recorded responses on paper forms.

**Publisher’s Assistant & Editor** 05/04 – 06/09

nHouse Publishing, LLC Newark, NJ

* Acquired manuscripts through submissions and internet;
* Assisted with back cover content on jackets, web content, advertisements for newspapers, radio, television, magazines, and other material;
* Assisted graphic artist with jacket design and promotional materials;
* Assisted with the scheduling of book signings and other appearances;
* Outsourced typesetters, distributors, manufacturers, and illustrators;
* Distributed press releases, galleys, and other promotional materials related to authors’ literary work to media outlets, book clubs, and bookstores;
* Assured that deadlines were met and tracked book sales by creating and updating excel spreadsheets.

Internship/Assistant (part-time) 09/07 – 04/08

Kensington Publishing Corporation New York, NY

* Advertisement/Promotion – Categorize catalog index, create interview questions for authors, mass mailings of galleys and other promotional material to various media outlets;
* Editorial – Proofreading, draft reader’s reports and other correspondence related to manuscript submissions;
* Sales and Publicity – Mass mailings of galleys and other promotional material to various media outlets, draft galley letters;
* Answer phone inquiries from clients, filing, create MS Excel sales spreadsheets, copywriting jacket/back cover content.

**EDUCATION:**

**Essex County College, Newark, NJ** 09/08 – 06/11

Major: AA Liberal Arts (English) GPA: 4.0

Phi Theta Kappa International Honor Society Member awarded two Returning Scholar Scholarships presented by the Essex County College Faculty Association, and a Coca-Cola Two-Year College Scholarship.

**City College of NY, New York, NY** 09/06 – 12/07

Certificate: Publishing Certificate GPA: 4.0

Courses:

* Proofreading and Copyediting
* Introduction to Publishing
* Publishing Practicum
* Legal Issues in Publishing

AFFILIATION:

Mentor/Writing Instructor to Youth Offenders 06/98 – Present

Creative Spirits of the State of New Jersey

A nonprofit community-arts organization geared to inspire youth through the arts.

### Writing workshop instructor focusing on creative writing—essay, poetry, fiction, and nonfiction—geared toward sixth to twelfth graders.