

# Mathew Rusky

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## EDUCATION

**Bachelor of Arts in English**, *University of Illinois Chicago (UIC)*, Chicago, IL

Professional Writing and Publishing

GPA: 3.71, Sigma Tau Delta International English Honor Society Member

## PROFESSIONAL/LEADERSHIP EXPERIENCE

**Publishing Intern**, *Goodheart-Wilcox*, Tinley Park, IL

May 2025 – August 2025

- Evaluated manuscripts and organized reviewer feedback to refine content quality.
- Reviewed digital content for grammar, clarity, and consistency.
- Prepared manuscript copy, glossaries, and art sheets for production.
- Ensured accuracy in digital products and educational materials.
- Managed multiple projects while tracking deadlines and coordinating with reviewers.
- Conducted competitive research to gather industry insights.
- Sourced images and maintained digital files for editorial use.
- Communicated effectively with editors and reviewers to ensure timely feedback.
- Drafted clear and concise reports, emails, and content summaries.

**Assistant Manager**, *Men's Wearhouse*, Bolingbrook, IL

June 2021 – January 2025

- Supervised and trained team members, ensuring clear communication and workflow efficiency.
- Managed multiple projects, meeting editorial-style deadlines in a fast-paced environment.
- Developed organizational strategies to streamline operations and improve time management.
- Conducted regular team meetings to align on project objectives and execution.

## COURSE PROJECTS

**Developmental Editing**, *UIC, Editorial and Publishing* Chicago, IL

January 2024 – April 2024

- Proofread and provided editorial feedback on a manuscript, refining clarity and coherence.
- Communicated constructive critiques to the author to enhance content structure.

**Research Report Proposal**, *UIC, Technical Writing*, Chicago, IL

August 2024 – December 2024

- Conducted research on publishing industry trends, analytics, and market data.
- Compiled findings into a structured report with actionable recommendations.

## INVOLVEMENT

April 2024

**UIC Graphic Novels Speaker**, *C2E2 Comic Expo Panel*, Chicago, IL

- Delivered a presentation on *Daytripper* by Gabriel Bá and Fábio Moon, analyzing themes of mortality and celebration of life.
- Engaged a lay audience through critical analysis and storytelling techniques.

**UIC Graphic Novels Speaker**, *MMLA Conference*, Chicago, IL

November 2024

- Presented an academic analysis of *Daytripper* by Gabriel Bá and Fábio Moon.
- Led a Q&A session, demonstrating adaptability and effective communication skills.

## ACHIEVEMENTS/PUBLICATIONS

April 2025

- **Short story** published in *Graphé*, UIC Spring 2025 Volume

## SKILLS / CERTIFICATIONS

- Copyediting and proofreading (AP, APA, Chicago Manual of Style, MLA)
- Digital publishing workflow management
- Microsoft Office Suite, Google Workspace, WordPress, Canva
- Content development and editorial review
- Strong organizational and time-management skills
- Quality assurance and document accuracy
- Writing alt-text for accessibility in digital content
- Experience with a variety of genres and editorial formats