

RAKIA CLARK
rakia@rakiac Clark.com

EDITORIAL EXPERIENCE

- Editor
2007-2009
- Kensington Publishing Corp.**, New York, NY
- Acquire and edit fiction and nonfiction, including lead title *Don't Let the Lipstick Fool You*, a memoir by WNBA superstar Lisa Leslie.
 - Supervise editorial content and scheduling of two Kensington imprints.
 - Manage frontlist of approximately eight to ten Dafina titles each season.
 - Reissue two Ann Petry titles with contributions from Edwidge Danticat and Pearl Cleage.
 - Present upcoming titles to sales force.
 - Oversee trafficking of manuscripts through copyediting, jacket copy, etc, working closely with the Marketing, Sales, Art, Design, and Production departments.
- Assistant Editor
2005-2007
- Penguin Group (USA)**, New York, NY
- Co-edit fiction and nonfiction titles with Vice-President/Executive Editor and Editorial Director of Viking imprint, working with bestselling authors Sue Monk Kidd, Kim Edwards, Andrea Mitchell, Karen Hughes, David Allen, Stephen King, Helen Fielding, and Garry Wills, among many others.
 - Write editorial letters, flap copy, catalog copy, jacket copy, and in-house sales and marketing memos.
- Editorial Assistant
2003-2005
- Penguin Group (USA)**, New York, NY
- Read and evaluate manuscripts under consideration for editors.
 - Liaise between editors, literary agents, and authors.
 - Prepare profit & loss statements and draft all contract/payment requests.
- Editorial Assistant
2002-2003
- Harpercollins Publishers**, New York, NY
- Assist Executive Editor, working with Bill Cosby and Tatum O'Neal.
 - Act as point-person for high-profile celebrity authors, handlers, and agents.
 - Maintain confidential records of highly sensitive contracts and prospective deals.

ADDITIONAL EXPERIENCE

- Fellowship Panelist
Fall 2007
- Bronx Writers' Center**, Bronx, NY
- Read 35+ submissions, evaluating fiction, poetry, stage plays and screenplays.
 - Select two Literary Arts Fellows, awarded annually to writers who reside in the Bronx.

EDUCATION

- Summer 2002
- Columbia Publishing Course, Columbia Univ. School of Journalism**, New York, NY
- Six-week intensive course on all aspects of book and magazine publishing
 - AOL Time Warner Scholar
- 1997-2001
- Haverford College**, Haverford, Pennsylvania, Bachelor of Arts in English

COMPUTER KNOWLEDGE

Microsoft Office, Bookscan, Business Objects, Adobe PageMaker, QuarkXPress;
Internet savvy.