

# ANNA FERGUSON

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## Assistant Editor

College Station, TX | +346-276-4583 | [anna.ferguson.writer@gmail.com](mailto:anna.ferguson.writer@gmail.com) | [sliceofstars.com](https://www.sliceofstars.com) | <https://www.linkedin.com/in/anna-ferguson-the-writer/>

## PROFESSIONAL SUMMARY:

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Motivated editor with a strong foundation in fiction literature, research, proofreading, and project management. Adept at managing remote projects and collaborating with creative teams to produce high-quality, compelling content. Strong learner with an eye for detail, a penchant for formatting, and a heart for inspired content. Sincere interpersonal skills with a talent for team-building and fostering efficient working relationships. Looking to contribute skills in editing, research, and project management to support publishers and enhance copy delivery.

## EDUCATION:

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**Texas A&M University - Bachelor of Arts and Sciences in English, Minor in Spanish**

Graduated: May 2023 | Honors: Phi Kappa Phi | Specializations: Fiction Literature

**Lone Star College: Tomball - Associate of Arts**

Graduated: May 2020

## WORK EXPERIENCE:

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**Moondust Publishers LLC | Editorial Intern | 6 May 2025 - Present**

- Performed developmental editing, line editing, and copyediting for fiction manuscripts.
- Returned editorial assessments in a timely, professional manner.
- Collaborated remotely with woman-led team, working to return quality feedback.
- Managed work-life balance between remote and in-person tasks.

**YourBookTeam | Editorial Intern Project Manager | 29 October, 2024 - 6 May 2025**

- Led team in editing historical fiction manuscript for structural integrity according to marketability and audience standards.
- Performed content editing, outlining, and chapter beat writing for original novel.
- Crafted manuscript reports, analyzing for strengths and weaknesses, and drafted action plans for improvement.
- Managed remote scheduling with author and international team to produce quality copy.

## ACTIVITIES:

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**Freelance Blogger | Disability Rights + Creative Blogger | 7 January, 2024 - Present**

- Developed content for personal blog focused on disability rights and creative literature.
- Regularly produced high-quality, original copy with consistent branding and theme.

**Contract Volunteer | Beloved & Beyond Camp | January 2020 - Present**

- Assessed individuals' needs and communication styles to determine best mechanisms for caretaking.
- Co-managed and co-opted professional kitchen for 500+ people per sanitary camp procedures.

**Service Project Committee | Heritage Homeschool Student Council | September 2016 - December 2018**

- Instigated and delegated service projects as a Service Project Committee Member.
- Collaborated with international nonprofits to assist overseas crises and instill adolescent moral.

## SKILLS:

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- Proficient in Microsoft Office, Google Workspace, and Zoom for collaborative writing and editing.
- Skilled in research tools like Search Engine Optimization (SEO) and Zotero.
- Knowledgeable in editorial best practices, proofreading, and content management systems (CMS).
- Experienced in analyzing and editing literary discourse, specializing in fantasy, science fiction, YA, and children's literature.
- Working proficiency in Spanish; reading, speaking, and writing.