

Riley O'Connell

Copy Editor | Copywriter | Editorial Project Manager

San Francisco, CA | [Email](#) | [Website](#) | [LinkedIn](#)

Eagle-eyed editor, writer, and project manager seeking to help indie, academic, and corporate authors write, revise, and share effective, error-free stories. Supported by a professional certificate in editing from the University of Chicago; a BA in English and communications; and eight years in marketing, writing, and editing for global audiences across creative arts, academic, finance, and tech sectors.

SKILLS

- | | | |
|---|--|--|
| • Editorial style guides: Chicago, APA, MLA | • Content management systems (CMS) | • Digital asset management (DAM), sales enablement, and intranet tools |
| • Copy, line, and developmental editing; proofreading | • Project management tools | • Productivity and collaboration tools (incl. Google Suite) |
| • Word processors and Track Changes (incl. Microsoft Suite) | • Design and formatting tools (incl. Adobe Creative Suite) | |

WORK HISTORY

Manuscript Editor at Riley O'Connell Editorial (Mar 2026–Present)

- Editing nonfiction, fiction, and poetry manuscripts from developmental editing through proofs
- Adhering consistently and with discretion to editorial style guides, both in-house and external
- Guiding author clients in building human, reader-centric writing and editing skills through group workshops (Sunday Sunset Writers Studio) and 1:1 coaching
- Writing publishing and marketing collateral, including website copy, blogs, emails, and newsletters

Editor & Writer (Contract) at Pique Publishing (Mar 2026–Present)

- Evaluating manuscripts and providing editing services for indie author clients
- Writing genre-rotating fiction sample pages, query letters, and letters from the editor for monthly snail mail club, Pique Post: The Mail Club for Editing Pros(e)
- Project managing monthly snail mail club, including inventory tracking, mailing, social media, sponsorships, and external submissions management

Content and Communications Manager at Planisware (May 2024–Jan 2026)

- Led global content strategy, development, analysis, and advocacy, from ideation and research with SMEs to formatting and publication
- Oversaw research, writing, editing, and analysis of all written content for both paid and organic messaging across NA digital channels and communities (e.g., reports, blogs, interviews, case studies, customer communications)
- Copy edited, proofread, and QAed all final marketing and sales assets, both independently and on cross-functional teams, to ensure adherence to global content and brand style guides

Content and Communications Manager at Sciforma (Feb 2023–Apr 2024)

- Led creation and brand alignment of earned, owned, and paid media, from research and writing to editing and analysis, in collaboration with SMEs and senior stakeholders
- Oversaw writing, analysis, and SEO optimization of all written content for both paid and organic messaging across global digital channels and communities (e.g., reports, blogs, interviews, case studies, customer communications)
- Created and enforced adherence to buyer journey-aligned content matrix and global style guide

Operations Manager at Playbook Digital (May 2021–April 2022)

- Wrote and edited internal- and external-facing content and messaging for high-growth startup, including executive communications
- Managed all marketing content, timelines, tools, and campaigns for brand awareness and product launches

Marketing Projects & Operations Associate at Fisher Investments (Jul 2019–June 2021)

- Managed external, international content partnerships in collaboration with SMEs
- Liaised copy editing, translations, legal and compliance approvals, allocation, DAM storage, and all publisher communications

Senior Editor & Content Strategist at Santa Clara University (Jun 2018–July 2019)

- Wrote, edited, and marketed faculty- and student-focused stories; co-led comms team in collaboration with Director of Marketing and Communication

Chief Editor at the *Santa Clara Review* (Apr 2018–Jun 2019)

- Managed staff of 10 and quarterly rotation of editorial practicum board members
- Led curation, editing, publication, and all contributor communications for international bi-annual literary journal
- Partnered with University Relations to promote journal to alumni, donors, prospective families, and MFA and Creative Writing programs across the country

RELEVANT OTHER HISTORY

Professional Owl Judge for Writing Battle (2026–Present)**Publishing Professionals Network (PPN) 2027 Conference Planning Team** (2026–Present)**Scholarship Selection Committee for Kyle O'Connell Memorial Scholarship** (2023–Present)**Submissions Reader at Iron Oak Editions** (2026)**Final Contest Judge at *Passionfruit Review*** (2024)**Editor at Colossus Press** (2022–2023, 2025)**Canterbury Fellow at Lucile Packard Children's Hospital** (2018–2019)**Submissions Reader at *Red Wheelbarrow*** (2017–2018)**Intern at Denver Lighthouse Writers Workshop** (2016)

EDUCATION

Certificate in Editing from The University of Chicago (Credential ID 192673358)**BA in English from Santa Clara University** (w/minors in communications and creative writing)