

MATT FORSTER

BACKGROUND SUMMARY

Sixteen years of experience in all areas of the publishing industry from project management to writing, editing, and sales. Demonstrated ability to manage numerous projects, critique systems, and solve problems, resulting in quality products that appeal to their respective markets (i.e., connect with their audience). Recognized as a fine communicator who works well in both team and solo environments, with coworkers as well as authors, freelancers, and vendors.

AREAS OF ACCOMPLISHMENT

Writing

- Currently write articles for Michigan State University's *Engaged Scholar* magazine and contribute articles for the *Engaged Scholar* e-newsletter.
- Author of *Backroads & Byways of Michigan*, (The Countryman Press, 2009/2014), *Backroads & Byways of Ohio* (The Countryman Press, 2014), *Best Hikes Near Detroit & Ann Arbor* (FalconGuides, 2013), *Best in Tent Camping: Michigan* (Menasha Ridge, 2011), and *Colorado: An Explorer's Guide* (The Countryman Press, 2008/2012). Also wrote content for an app about northern Michigan called *Up North! Grand Traverse*.
- As regular contributor and consulting editor to *In Trust* magazine (intrust.org), I write articles that provide board members serving graduate level theological schools with information on issues of school governance.
- A regular contributor to *Christian History* magazine. I've written articles on Social Darwinism, Billy Graham, Christian environmentalism, and the legacy of Dorothy Sayers' essay, "The Lost Tools of Learning."
- Created educational essays aimed at junior and senior high school students, providing the EBSCO educational database with quality content for participating schools and libraries.

Editing

- *Copyediting* — I edit books for many publishers, including Pearson Education, McGraw-Hill, Oxford University Press, InterVarsity Press, Judson Press, Hendrickson Publications, Wm. B. Eerdmans, The Countryman Press, Cook Communications, and Chalice Press.
- *Developmental editing* — Have worked on several book-length development projects for Focal Press and individual authors.
- Cycle through a dozen to several dozen proofreading projects a year, working on everything from book-length developmental projects and textbook supplement packages to quick edits of PowerPoint presentations and newsletter articles.

Project Management

- Oversaw the review process for book revisions for Focal Press in Boston. Recruited reviewers, write surveys and chapter review questions, manage e-mail blasts and responses.
- Oversaw the development of a million-dollar textbook: recruited and managed contributing authors; copyedited features; proofread; inserted call-outs for box features, photos, and margin notes; prepared manuscript for production; managed the creation of supplements; edited the entire supplements package.
- Developed an improved manuscript tracking system for Allyn & Bacon's education list, resulting in better information for implementing year-to-year publishing plan.
- Recruited and managed nearly a hundred reviewers to give feedback on future Allyn & Bacon publishing projects, improving the quality and salability of textbooks.

EMPLOYMENT HISTORY

WRITER & EDITOR, 2014–present
University Outreach and Engagement, MSU, East Lansing, Mich.

COPYEDITOR & WRITER, 2003–present
Big Words, Goodrich, Mich.

ASSOCIATE EDITOR, 2005–2006
Tucows, Inc., Flint, Mich.

TEXTBOOK SALES REP, 2002–2003
Elsevier, Burlington, Mass.

EDITORIAL ASSISTANT, 2000–2002
Pearson Education, Boston, Mass.

RELEVANT SKILLS and TRAINING

Familiar with Chicago, APA, MLA, AP, and SBL style guides
Proficient in the entire Microsoft Office Suite of applications:
Outlook, Excel, Word, Access, and PowerPoint

EDUCATION

Master of Divinity
Gordon-Conwell Theological Seminary
South Hamilton, Massachusetts

Bachelor of Arts in English
Oakland University
Rochester, Michigan

PERSONAL INTEREST PROJECTS

PUBLISHING | Review books for the *Library Journal* and the *School Library Journal*.

CONSERVATION | Completed the requirements for a Master Naturalist certification through the Michigan State Extension office in Kent County. Volunteer with the North Oakland Headwaters Land Conservancy—maintain interpretive signage, write up engaging descriptions of each of the properties for the group’s website, contribute to the organization’s blog. Track invasive plants for Independence Oaks County Park.