



Amanda Monasar

Education

York University

BA Honours

Professional Writing | 2018-2023

- Administrative Assistant, Professional Writing Students' Association
- Winner in Stage Play, President's Prizes in Creative Writing (2020)

- Relevant Courses:

- Book Publishing Practicum
- Digital Authoring Practicum
- Multimedia Practices
- Publishing in Digital Media
- Visual Info. & Doc. Design

Specializations

- Typesetting
- Document Design
- Proofreading & Copy-editing

Skills

Adobe Creative Suite

- Adobe InDesign
- Adobe Photoshop

Microsoft Office

- Microsoft Office
- Microsoft Excel

- Google Suite
- HTML/CSS
- Slack, Dropbox, & Teams

Reference

Marlene Bernholtz

Existere Faculty Advisor

Phone: 416-736-5134

Email: mbrnhltz@yorku.ca

Experience

Publication Coordinator & Designer

Existere Journal of Arts & Literature | August 2021 - Present

- Manages literature and art submissions for publication
- Typesetting and formatting content for digital publication, ensuring adherence to established style guidelines and design principles.
- Prepares bi-annual issues in Adobe InDesign for print and digital publication
- Facilitates communication with contributors, publication contacts, and distributors as required

Office Receptionist & Administrative Assistant

Signature Aluminum Canada | June - August 2022

- Provided exceptional customer service, including greeting guests, collecting and delivering mail, and coordinating business events
- Managed communication flow by receiving and transferring messages, documents, and phone calls to relevant staff
- Supported the General Manager with travel arrangements, booking flights, and preparing expense reports.

Publications

Little Bird Stories, Volume 3 | Selected by Alix Ohlin

Cover and Book Layout | April 2022

- As part of a small imprint, designed and typeset a short story anthology in collaboration with Invisible Publishing featuring works from the Sarah Selecky Writing School.

Farfalla by Jalaena DiPasquale

Cover and Book Layout | December 2020

- Collaborated with a client to design and edit a self-published poetry book, ensuring high-quality production standards through typesetting and layout design in IngramSpark.

Existere Journal of Arts & Literature | Issues 41.1, 41.2, 42.1, 42.2

Cover and Book Layout | August 2021 - Present

- Collaborated with Existere to typeset, copy-edit, and design digital layouts for four issues, ensuring high-quality production standards and timely publication. Led the redesign from 41.1 onward, resulting in a more modern and visually appealing design that better represents the Existere brand.

Professional Projects

Hand Eye Society Super FESTival Magazine

Digital Magazine | January 2023 - April 2023

- Collaborated with the Hand Eye Society in Toronto to produce a digital editorial magazine highlighting video games from a game jam, Hand Eye Society values, and short articles. Currently in production with expected completion in early April.

moonrows.com

Mixed Media Portfolio Website | January 2022 - Present

- Developed and maintain a personal portfolio website on Wix.com showcasing a diverse range of skills, including custom design, content creation, and web development
- Regularly updates and edits the website to ensure optimal presentation of blog posts, art, document design, typesetting samples, and other relevant material