

MAKENA METZ

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I am a creative problem solver, a team player, and an experienced multitasker. I am extremely organized and excited to support a team with professionalism and positivity!

SKILLS

Microsoft Office Suite, Apple Keynote, Google Suite, Final Draft, Storyboard Pro, Scrivener, PowerPoint, Canva, Dropbox, Box, Shotgun, Campaign Monitor, FileMaker Pro Advanced, Photoshop, WordPress, Wix, SAP

EDITING EXPERIENCE

Contract Editor for Storyteller Publishing

August 2025 – Present

- Developmentally, line, and copy edited a slate of manuscripts including memoirs, fantasy novels, thrillers, and literary fiction novels under NDA for Storyteller Publishing, an imprint distributed by Macmillan. Gave notes on clarity, voice, style, flow of ideas, grammar, punctuation, etc. incorporating publisher and author notes
- Liaised with authors, editors, and publishers to edit manuscripts from drafts to galleys, and stay on schedule for publication. Tracked and organized database of projects, kept tight schedule to meet publisher deadlines, updated execs on progress and timeline

Freelance Editor

2024 – Present

Science Fiction Manuscript

- Developmentally edited a 75k word science fiction manuscript for indie press Bootstrap Publications. Gave notes on structure, character, narrative tone, imagery, comedy, and more

Fiction Manuscript

- Copy edited an 85,000 word fiction manuscript for indie press Bootstrap Publications. Gave notes on grammar, spelling, punctuation, sentence structure, passive voice, and flow of ideas

Technical Book on Improvisation

- Line and copy edited a 20,000 word manuscript on the art of theatrical improvisation for an author. Gave notes on narration, tone, language, spelling, punctuation, grammar, etc.

Devotional

- Beta read and copy edited on a 45,000 word non-fiction devotional for an author. Gave notes on grammatical, spelling, and punctuation errors and on structure of manuscript

Memoir

- Gave developmental, line, and copy edits on two versions of a 50,000 word non-fiction memoir for an author. Worked with the author to ensure vision, clarify structure, and fix grammatical errors. Discussed overall notes and formatted book to standard prose manuscript layout.

Fiction Manuscript

- Gave developmental, line, and copy edits on the first version of a 60,000 word literary fiction novel for an author. Worked with author to ensure vision, clarify structure, and fix grammatical errors online and in person

WORK EXPERIENCE

Pocket MFA, online

April 2026

Residency Program Guest Speaker

- Seminar speaker and panelist for online residency program. Informed students on best practices for generating work, business know-how, and more. Created informational sheets and shared resources with cohort

Chapman University, Orange, CA

August 2022 – May 2023

Instructor

- Designed and taught two First Year Composition English Rhetoric and Composition classes and met university educational and national teaching standards for an English 103 class. Problem solved with students who needed accommodations and troubleshoot issues with additional student and teacher feedback.
- Programmed class's syllabus and Canvas Den and taught synchronously (and asynchronously as needed) for two 16-week semesters
- Assigned homework and major assignments, graded students, and workshopped the classes through graduate class "Composition Pedagogy" while running IRB approved experiment on class

Chapman University, Orange, CA

August 2021 – 2022

Graduate Research Assistant to the Creative Writing MFA Program

- Coordinated and streamlined information across social media platforms, reviewed social media analytics to assess success. Assisted in the development of social media strategies to increase engagement. Managed regular posting schedule of event promotions. Worked with students and faculty to submit accomplishments to university databases. Provided administrative support for special projects and events sponsored by the school.
- Compiled and researched publication opportunities, as well as staff, student, and faculty achievements for the program's monthly newsletter. Submitted all newsletters to the program director for final approval and made necessary edits. Developed and maintained production process including content calendar to ensure newsletters were published on time. Adhered to and maintained the program's templates and style sheets.

Chapman University, Orange, CA

August 2021 – 2022

Writing Tutor for the Writing Center

- Reviewed and offered feedback on students' written coursework one-to-one and in small groups. Wrote brief reports of what occurred during tutoring sessions.
- Read and used resource materials to improve writing and tutoring skills.

- Worked in both face-to-face and online tutoring environments. Created resource materials for students and tutors. Conducted writing-themed workshops with student groups.

PROFESSIONAL INTERNSHIPS

- Development Intern – The Jim Henson Company, Los Angeles, CA 2018
- Project Coordination Intern (Show Design & Production) for *Star Wars: Galaxy's Edge* and *Tokyo Disney Springs* – Walt Disney Imagineering, Burbank, CA 2017 – 2018

EDUCATION

Chapman University, Orange, CA 2021 – 2023
Dual Degree M.F.A in Creative Writing & M.A in English
Winner of the James L. Doti Outstanding Graduate Student Award

Columbia College Chicago, Chicago, IL 2013 – 2017
B.F.A. in Theatre Direction, Minor in Playwriting