

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

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

EDITING EXPERIENCE

Contract Editor for Storyteller Publishing

2025 - Present

- Developmentally, line, and copy edited a slate of manuscripts including a comedy memoir, artist memoir, epic fantasy novel, and literary fiction novel under NDA for Storyteller Publishing, an imprint of 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 draft to ready for marketing, galleys, and advanced reader copies on schedule for publication. Tracked and organized database of projects, kept tight schedule to meet publisher deadlines, updated editor on progress and timeline

Freelance Editor for Bootstrap Publications

2025

- 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

Freelance Editor

2024-2025

Technical Book on Improvisation

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

Devotional

- Beta read and copy edited on a 45,000 word non-fiction devotional. Gave notes on grammatical, spelling, and punctuation errors and gave feedback on structure of book.

Memoir

- Gave developmental, line, and copy edits on two versions of a 50,000 word non-fiction memoir. 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. Worked with the author to ensure vision, clarify structure, and fix grammatical errors online and in person.

WORK EXPERIENCE

Women in Animation

June 2024 – Present

Circle Leader

- Designed and led two mentorship circles for ten early career post-college graduates and served various career tracks including board artists, editors, composers, writers, and directors to illuminate the animation pipeline and have mentees build relationships and learn by working in various roles through multiple projects and take risks

Sylvan Learning

August – December 2024

Instructor

- Taught students reading comprehension and writing for the 1st, 2nd, and 4th grade, evaluated and document student progress, communicated student needs to the center director, met all Sylvan Learning and LAUSD guidelines while inspiring and educating remedial students

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.

EDUCATION

Chapman University, Orange, CA

Sept. 2021 – May 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

Sept. 2013 – May 2017

B.F.A in Theatre Directing & Minor in Playwriting