

**KRISTIN YAHNER**

East Kingston, New Hampshire | 978-257-5490 | [kristin.yahner@gmail.com](mailto:kristin.yahner@gmail.com) | yahnereditorial.com

**PROFESSIONAL SUMMARY**

Detail-oriented professional with a strong background in editorial, publishing, data entry, office support, and content management. Experienced in maintaining accurate records, coordinating operations, and delivering exceptional customer service. Strong editorial expertise in proofreading, copyediting, and content development. Adept at multitasking in fast-paced environments while maintaining efficiency and accuracy.

**CORE COMPETENCIES**

- Data Entry & Record Keeping
- Editing & Proofreading
- Formatting
- Creative and Technical Writing
- Google Workspace (Docs, Sheets, Drive)
- Keywords and Categories (SEO)
- Formatting
- Social Media Management
- Email Marketing
- Customer Service & Client Relations
- Office Administration & Scheduling
- Team Supervision & Training
- Microsoft Office Suite (Word, Excel, Outlook)
- Content Management Systems

**SOFTWARE SKILLS**

- Microsoft Word, Excel, Outlook
- Google Docs, Sheets, Drive
- Adobe Acrobat Pro, InDesign, Vellum
- Slack, Zoom, Google Meet
- CRM Software & Data Entry Systems
- KDP, Bowker, Filing LCCNs

**PROFESSIONAL EXPERIENCE**

**Yahner Editorial Services** | Remote | 2023 – Present

*Freelance Editor & Proofreader*

- Provide high-quality editing, proofreading, and content refinement for fiction and non-fiction manuscripts.
- Manage project timelines, client communications, and invoice processing to maintain efficient workflow.

**Freedom Junk Removal, LLC** | Hybrid -Remote, Kingston NH | April 2024- Dec 2024

*Administrative Assistant*

- Handled data entry for work orders, inventory, and financial transactions.
- Organized records and created Freedom Junk Removal's online filing system for improved efficiency.
- Managed work orders and invoices through QuickBooks, ensuring accurate and timely processing.

**Wolfpack Publishing, LLC** | Remote | 2020 – 2023

*Production Editor*

- Managed submissions review and development of 260+ titles annually, ensuring quality and consistency in published works.
- Edited and proofread fiction manuscripts, marketing content, and front matter while optimizing metadata and formatting for eBooks and print materials.
- Coordinated production workflows, including tracking permissions, managing metadata, and ensuring timely publication across multiple imprints.

**Other Wolfpack Roles:** Administrative Assistant, Publishing Assistant | Wise Wolf Books (Young Adult Imprint): Production Editor | CKN Christian Publishing (Christian Imprint): Production Editor

**Shone's Pools** | Haverhill, MA | 2013 – 2016

*Office Assistant*

- Maintained customer records, processed invoices, and assisted with scheduling appointments.
- Handled data entry for work orders, inventory, and financial transactions.
- Provided customer support via phone, addressing inquiries and scheduling services.

**Dunkin' Donuts** | Haverhill, MA | 2007 – 2013

*Assistant Manager (Previous Roles: Shift Lead, Crew Member)*

- Supervised daily operations, including inventory management and employee scheduling.
- Processed cash and card transactions, managed financial reports, and maintained accuracy in bookkeeping.
- Provided customer service, trained employees, and ensured compliance with company policies.

**Burlington Coat Factory** | Nashua, NH | 2011

*Cashier & Returns Associate*

- Processed customer transactions, returns, and exchanges with accuracy.
- Assisted customers with inquiries, ensuring a positive shopping experience.
- Maintained organized checkout areas and followed store policies.

## EDUCATION

**Bachelor of Arts in Creative Writing & English** | Southern New Hampshire University (2025)

- Member, The National Society of Leadership and Success
- Sigma Tau Delta International English Honor Society
- President's List (Winter 2023, Summer 2024, and Fall 2024)

**Associate of Arts in General Studies** | Northern Essex Community College (2019)

- Member, The National Society of Leadership and Success

## CERTIFICATIONS

- High-Level Proofreading and Copyediting Pro (Edit Republic)
- The Art of Line Editing (Edit Republic)
- Social Media Certified (HubSpot Academy)