

APRIL-LYN CAOUETTE

Ventura, CA • april-lyn@april-lyn.com • april-lyn.com

PRODUCTION EDITOR | TRADE & DIGITAL PUBLISHING

Detail-focused editor with 12+ years of experience in managing end-to-end editorial workflows for print and digital publications. Skilled in coordinating freelance teams, adhering to tight production schedules, and ensuring editorial excellence across diverse genres. Familiar with 1-color and 4-color content, copyediting to Chicago style standards, and collaborating with cross-functional teams to produce polished, publication-ready materials.

CORE SKILLS

- Editorial project management & production schedules
- Copyediting and proofreading
- Chicago Manual of Style application
- Web publishing (WordPress, HTML)
- Developmental and line editing
- Freelance team oversight
- Cross-functional and remote collaboration (editorial, design, production)
- Microsoft Word (Track Changes), Adobe Acrobat (markup tools)
- ePub file review and quality assurance
- Experience with both 1-color and 4-color publications

RELEVANT EXPERIENCE

Production Editor II

Lifeway Christian Resources (Remote – Ventura, CA) | June 2022–Present

- Managed production editorial for 20+ digital and print publications annually. Assigned freelance work and ensured timely, high-quality delivery aligned with editorial goals.
- Hired and oversaw freelance writers and proofreaders, finalized pages and collated corrections across multiple passes.
- Edited and playtested tabletop games as part of a successful expansion into new product lines.
- Collaborated cross-functionally with designers, marketers, and media teams to align on product scope and delivery timelines.

Managing Editor / Chief Resource Nerd

Love Thy Nerd (Hybrid – Ventura, CA) | March 2018–March 2022

- Oversaw WordPress-based editorial operation, including news coverage, reviews, and features.
- Directed a remote editorial team (7 editors, 70+ contributors); assigned stories and enforced deadlines.
- Maintained editorial calendar; performed developmental and line editing, and ensured consistent brand voice.
- Represented the organization at conventions; developed content strategy for pop culture and gaming coverage.

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Editor & Owner

April-Lyn Caouette Editing (Freelance) | Oct. 2019–Jun. 2022

- Provided developmental, line, and copyediting for nonfiction, memoir, and instructional content.
- Worked with publishers, independent authors, and nonprofits to prepare manuscripts for publication.

Writer, Associate Editor

Gamechurch (Volunteer – Ventura, CA) | 2013–2018

- Wrote and edited features, op-eds, and listicles on gaming and spirituality.
- Reviewed and edited contributor submissions

ADDITIONAL EXPERIENCE

Teacher | Liminal Church, Ventura, CA | March 2023–Present

Media Consultant | Joy of Living Bible Studies | Nov. 2018–Sept. 2019

Office Manager/Administrative Assistant | Genesis Programs | Aug. 2015–Sept. 2018

EDUCATION

Colgate University | B.A. in Philosophy & Religion, Cum Laude
Hamilton, NY | Aug 1999–May 2003