



# MICHAEL ANDERSON

## Senior Author Relations Specialist

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### SUMMARY

Dynamic and results-oriented Author Relations Manager with over ten years of experience in fostering relationships between authors and publishing houses. Exceptional ability to facilitate communication and collaboration, ensuring authors' needs and expectations are met. Proven track record in negotiating contracts and managing author portfolios, leading to enhanced author satisfaction and retention.

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### WORK EXPERIENCE

#### Senior Author Relations Specialist Prestige Publishing Group

*Jan 2023 - Present*

- Managed a diverse portfolio of over 150 authors, enhancing engagement through tailored communication strategies.
- Conducted regular market analysis to identify trends, adapting strategies to align with author expectations.
- Negotiated contracts and agreements, achieving a 20% reduction in costs while maintaining author satisfaction.
- Developed comprehensive onboarding programs for new authors, resulting in a 30% faster adaptation period.
- Implemented feedback mechanisms to assess author satisfaction, leading to a 15% increase in retention rates.
- Collaborated with marketing teams to design promotional campaigns that increased book sales by 25%.

#### Author Relations Coordinator Creative Writers Alliance

*Jan 2020 - Dec 2022*

- Assisted in the management of author communications, ensuring timely responses and fostering positive relationships.
  - Coordinated author events and workshops, enhancing community engagement and visibility.
  - Analyzed author feedback to refine service offerings, contributing to a 10% increase in overall satisfaction.
  - Maintained databases of author contracts and correspondence, ensuring compliance and accessibility.
  - Supported the development of marketing materials that highlighted author achievements, increasing visibility.
  - Facilitated training sessions for new team members on best practices in author relations.
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### EDUCATION

#### Master of Arts in Publishing, University of London

*Sep 2019 - Oct 2020*

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### ADDITIONAL INFORMATION

- **Technical Skills:** author engagement, contract negotiation, data analytics, team leadership, market analysis, communication strategies
- **Awards/Activities:** Increased author retention rates by 15% through targeted engagement initiatives.
- **Awards/Activities:** Successfully negotiated a multi-year contract with a bestselling author, generating over \$1 million in revenue.
- **Awards/Activities:** Launched a mentorship program that paired experienced authors with newcomers, resulting in enhanced community support.
- **Languages:** English, Spanish, French