

LINDSAY NEECE

Editorial & Publishing Designer | Illustrator

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SUMMARY

Editorial designer and illustrator specializing in book design, publication layout, and brand-consistent print production. Combines hands-on design execution with editorial experience in copyediting, proofreading, and fact-checking gained as Arts Editor for a literary magazine.

Prior work spans university creative services, city government, and cultural institutions

Strong proficiency in Adobe Creative Suite and Microsoft Office.

WORK EXPERIENCE

Red Skies Magazine

Arts Editor

redskiesmagazine.com

Hybrid – Salem, MA

01/2025 – 01/2026

- Edited student submissions across nonfiction, fiction, and poetry departments, performing copyediting, proofreading, substantial editing, and fact-checking to maintain publication-quality standards
- Reviewed illustrations and design works for publication, ensuring visual alignment with editorial standards and brand identity
- Designed print marketing materials and supported digital typography systems for the magazine's online platform
- Reorganized internal submission forms and managed editorial databases using Google Sheets, streamlining administrative workflows for the team
- Partnered with student editors to coordinate on-campus outreach events, increasing submission volume and audience engagement

Salem State University, Creative Services

Marketing Design Intern

Remote – Salem, MA

Present

- Created brand-aligned content for social media posts and print promotional materials (postcards, flyers, bulletin boards), maintaining consistency with brand style guides and voice
- Conceptualized and designed modern, abstract graphics aligned with current brand identity, including translating client-provided AI image references into original layouts
- Managed print file preparation and preflighting, double-checking that all files are press-ready and accurate
- Collaborate 100% remotely with a six-person team of designers, copyeditors, and project managers, delivering complex materials within about a week's turnaround

City of Austin, Cultural Development

Artist Grants Assistant Intern

On-Site – Austin, TX

06/2019 – 08/2019

- Oversaw data management for 1,000+ artist grant applications, ensuring accuracy in Microsoft Excel
- Delivered departmental report at Austin City Hall for an audience of up to 100, including city council members
- Streamlined data entry processes, improving departmental efficiency
- Supported clients during open hours, answering calls and directing inquiries to case managers

EXHIBITIONS

Annual Arts Awards 2026

Salem State University

**Certificate awarded for excellence in design*

- The Life and Work of Stephen Sondheim: 54-page informative booklet detailing the legendary musical theatre composer's life and production history (West Side Story, Into the Woods, Sunday in the Park with George, etc.)

EDUCATION

Salem State University

Salem, MA

Bachelor of Arts — Major in Graphic Design, Minor in English

Relevant Coursework & Skills:

- Editorial Design, Book Design & Layout, Brand Design, Marketing Design, Illustration, Professional Writing and Editing

Domestika

Remote

Completed 50 hours of specialization programs in:

- Magazine Editorial Design, Hand-Drawn Digital Branding Design, Branding Typography, Presentation Design, Social Media Marketing

ADDITIONAL SKILLS

Editorial Design • Book Design • Copyediting • Proofreading • Substantive Editing • Fact-Checking

Adobe InDesign, Illustrator, Photoshop • Layout & Typography • Print Production & Preflight

Brand Identity Design • Marketing Design • Illustration • Microsoft Office (Excel, Word, PowerPoint) • Google Workspace (Docs, Sheets, Slides) • Data Management

OTHER SERVICE WORK EXPERIENCE

New England Aquarium (Sodexo Live!)

Boston, MA

Cafe Cashier

02/2024 – 05/2024

- Delivered engaging customer service in a high-traffic cultural institution, resolving inquiries efficiently and ensuring positive guest experiences
- Maintained procedural rigor and team coordination, enabling seamless operations and accurate sales processing

Peabody Essex Museum

Salem, MA

Cafe Cashier

09/2022 – 11/2023

- Served as a brand ambassador by articulating product and exhibit information to a diverse, sophisticated audience
- Mastered high-volume service efficiency during peak museum events, balancing customer interaction and operational tasks