

Anna Marie Green

Curriculum vitae · annagreen.org · contact@annagreen.org

Writer and editor with an MFA in Popular Fiction Writing and Publishing, seeking an editorial role in publishing. I work in manuscript evaluation, developmental feedback, copyediting, and proofreading, with additional experience in literary magazine production and professional communications. I bring close reading, careful research, and a reader-centred sense of who a book is for.

Education & specialized training

Master of Library and Information Science (MLIS)

University of North Carolina at Greensboro · Expected 2028 · Greensboro, NC

- Relevant Coursework: Reference and Information Services, Emerging Technology and Trends, History of Information and Library Services, The Public Library.

Master of Fine Arts (MFA) in Popular Fiction Writing & Publishing

Emerson College · December 2025 · Boston, MA

- Relevant Coursework: Intro to Publishing Process for Writers (PF 630), Marketing a Best Seller (PF 631), Fiction Writing: Novel Bootcamp (PF 612), Mental Illness and Health in Fantasy/Sci-Fi (PF 616).

Specialized Data & Research Training

Medical Library Association & Continuing Education · 2026

- Research Data Management Librarian Academy (RDMLA), RDMLA: AI for Librarians, Supporting Open Science: Tools and Trends, Health Data Standards and Terminologies & Drug Terminologies/RxNorm.

Bachelor of Arts (BA) in English Language and Literature

Coastal Carolina University · December 2016 · Conway, SC

- Relevant Coursework: Copy Editing (JOUR 307), Advanced Composition & Rhetorical Grammar (ENGL 459), Business and Professional Communication (ENGL 390), Reading and Writing Poetry (ENGL 368).

Certifications

- Institutional Review Board (IRB) Certificate for Ethical Research
- Data Services Specialization Level I — Medical Library Association (MLA)
- Consumer Health Information Specialization (CHIS Level II) — Medical Library Association (MLA)
- HubSpot Content Marketing Certification

Experience

Medical Librarian Intern

Wake Forest University (Coy C. Carpenter Library) · January 2026 – June 2026

- Executed systematic search frameworks and comprehensive scoping reviews across major biomedical databases (PubMed, Ovid Medline, CINAHL, Embase) using MeSH terms, controlled vocabularies, and PRISMA search protocols.
- Conducted literature retrieval for specialized health concepts, including hyperbaric oxygen therapy for oncology lymphedema, music-based interventions for elderly dementia patients, and evidence-based preceptor development.
- Managed metadata, citation libraries, and reproducible research documentation using EndNote and Covidence for 20+ advanced evidence syntheses.
- Translated complex technical database tools into clear instructional materials, authoring a health sciences database tip sheet and annotated search guide for WFU Baptist clinicians.

Care Coordinator / Home Health Aide II

North Carolina Medicaid CAP/DA Program · December 2019 – Present

- Maintained high-accuracy file tracking, patient records, and deadline-driven documentation for five medical groups under strict HIPAA compliance.
- Conducted clinical literature searches across PubMed, JSTOR, and Google Scholar to support diagnostic advocacy for complex chronic conditions (Ehlers-Danlos Syndrome, PCOS, POTS) and identify evidence-based treatments (e.g., fludrocortisone, modafinil).
- Coordinated care plans and interdisciplinary communications across healthcare teams, state agencies, and family members.

Editorial Peer Reviewer

Emerson College MFA Program · September 2022 – December 2025 · Boston, MA

- Evaluated 30–50 novel excerpts and short stories annually in specialized writing workshops, focusing on commercial trade genres (Romance, Speculative Fiction, Fantasy).
- Provided developmental feedback and structural notes on pacing, character stakes, narrative escalation, world-building logic, and line-level voice.
- Authored full publishing suites, including professional reader's reports, agent-style pitch letters, manuscript evaluations, and developmental memos.

Editorial Assistant

Archaios Literary Magazine (Coastal Carolina University) · August 2014 – December 2016 · Conway, SC

- Evaluated an annual submission pool of 150–200 literary and visual art submissions for an award-winning student magazine.
- Executed pre-press production using Adobe InDesign, handling page layout, visual-text pairing, final copyediting, proofreading, and galley management under CMOS/AP standards.
- Managed contributor documentation, archival records, cataloging principles, and submission tracking across a campus of 10,000+ students with 100% data accuracy.

Customer Service Specialist / Business Associate

Duke Energy Corporation · December 2019 – February 2022 · Charlotte, NC

- Standardized internal communications by creating 60+ original email templates, establishing brand consistency and messaging clarity.
- Authored and edited monthly peer-to-peer newsletters distributed to 500+ staff members while serving on the Diversity & Inclusion Council.

Selected projects

Health Sciences Database Tip Sheet & Search Framework · 2026

Designed an annotated search guide for WFU Baptist clinicians to systematically reproduce search strategies across biomedical databases.

Digital Professional Portfolio (annagreen.org)

Designed and launched a self-hosted WordPress digital portfolio displaying fiction, non-fiction, poetry, and curated industry calls for submission and upcoming releases.

Integrated Campaign & Editorial Toolkits

Created original marketing plans, social media posting templates, reader's reports, and promotional suites tailored for literary and academic audiences.

Technical skills & toolkit

Data Analysis & Programming

R · Google Analytics · SEO Tools

Biomedical & Academic Databases

PubMed · Ovid Medline · CINAHL · Embase · ERIC · Web of Science · JSTOR

Citation & Review Management

EndNote · Covidence · Zotero

Publishing, Design & Layout

Adobe InDesign · Adobe Creative Suite (Photoshop, Illustrator) · Figma · Canva · Miro · WordPress · Wix · Ellipsus · Scrivener

Marketing, Catalogs & Trade Tools

HubSpot · Publisher's Weekly · Publisher's Marketplace · Edelweiss · NetGalley · Bookshop.org · Fable

Legal & Copyright

Intellectual Property · Copyright Law · Fair Use in Arts/Publishing · Permissions Frameworks

Style Guides & Standards

Chicago Manual of Style (CMOS) · AP Style · MeSH Mapping · PRISMA Search Protocols