



# Ri Paige

Ri is a creative soul with the education to back her love of visual arts and writing. While attending university, she worked as an Associate Editor for a small publishing house. After graduating with two Bachelor's Degrees, Ri worked in the gaming industry as a character artist. She later spent a decade as a remote Executive Assistant for a real estate mogul in SoCal. She has worked in the audiobook industry as a narrator and producer since 2020, loves supporting those in the literary industry who have similar passions!




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## EDUCATION

**BAT/S, Graphic Design**  
**3D Engineering and 2D Design**  
**(Minor in Theater Arts)**  
Farmingdale University  
2001-2006

**BAS, Marketing**  
**Visual Design and Copywriting**  
**(Minor in Journalism)**  
Farmingdale University  
2004-2007

**Two-Year Certificate**  
**Fiction Writing**  
UCLA  
2010-2012

## HARD SKILLS

Copy-Editing  
Web Design (From HTML to Editors)  
Canva  
VistaCreate  
PromoRepublic  
Microsoft Suite  
Google Suite  
Adobe Suite  
Zoom  
Social Media (Facebook, Instagram, Twitter, TikTok, et al)  
Vimeo  
Trello (Basics)

## SOFT SKILLS

Love of Acting/Narration Fields  
Great Eye for Detail  
Perfectionist (Non-Threatening!)  
Technologically Savvy  
Fast Learner  
Energetic  
Elite Communicator  
Efficient and Timely  
Meets or Exceeds Deadlines  
Great with People  
Exercises Empathy  
Versatile Work Experience  
Has a fuzzy office assistant who keeps morale high!

## RECENT WORK EXPERIENCE

### Narrator/Audiobook Producer

Self Employed  
Texas  
2020 - Present

Coordinates the production of audiobooks: casting, hiring independent contractors, creating and maintaining the production schedule, and acting as the point-person for every individual involved with the production to keep everyone on task and on time. Schedule Zoom meetings between multiple individuals, generate email correspondences and cold-pitches. Also offers design/marketing packages.

### Manuscript Editor

Self Employed  
Texas  
2020 - Present

Offers manuscript editing services: Proof Reading, Alpha Reading, Copy Editing, Developmental Editing, and an exclusive service Audiobook Readiness.  
<https://www.ripaige.com/manuscript-editing>

### Commercial Real Estate Building Manager/ (Virtual) Executive Assistant to Owner

De Liso Apartments  
Downey, CA  
2010 - 2020

Managed a 16-unit apartment building while acting as a virtual/remote Executive Assistant to the building owner.  
Liaison between tenants and the owner, providing Customer Service, handling maintenance requests and building renovations by coordinating appointments with various vendors and the tenants. Fielded calls on a dedicated phone line, prepared/filed professional paperwork, scheduled/attended Zoom meetings and took notes/dictation, prepared meeting minutes, follow-up correspondences, etc.