

ROSE IPPOLITO

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PROFESSIONAL SUMMARY

Back-of-the-book indexer with 15 years of expertise in indexing academic and trade texts. Recognized for creating comprehensive indexes for scholarly works. Adept at theological analysis, metadata creation, and collaboration with academic publishers. Experienced in semantic indexing, database indexing, and metadata management. Skilled in utilizing content management systems to research, enter, and validate metadata records efficiently.

SKILLS

- Expertise in theological and academic indexing, with a focus on religious studies.
 - Proficient in metadata creation, authority control, and taxonomy development for academic works.
 - Skilled in using content management systems to enter, proofread, and fact-check metadata records.
 - Strong research skills with the ability to quickly verify and process metadata material.
 - Advanced knowledge of indexing tools, metadata standards, and controlled vocabularies.
 - Familiarity with theological terminology across multiple languages.
 - Strong written and oral communication skills tailored to scholarly collaboration.
 - Experience in organizing and presenting complex information in accessible formats.
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PROFESSIONAL EXPERIENCE**Head Indexer, Orbis Books**

January 2015 – Present

- Lead the indexing department for a premier publisher of theological and spiritual works.
- Oversee the creation of detailed, accessible indexes for dozens of titles, including works on Catholic theology, social justice, and spirituality.
- Collaborate with editors to ensure alignment with theological nuances and academic standards.

Indexer and Consultant, Clarivate

December 2022 – December 2024

- Indexed diverse projects, including histories of comic books, religious texts, and women in the Peace Corps.
- Played a key role in quality control for metadata and indexing processes.
- Utilized research tools and content management systems to enter, proofread, and validate metadata records.
- Indexed foreign-language newspapers detailing the Serbian wars of the early 20th century.
- Worked on high-profile projects including *Aging in the Modern World*, *The Letters of Mary Edith Durham*, and *The Personal Letters of Vern Haugland*.
- Recognized for adaptability in handling diverse subject matter and contributing to team cohesion.

Indexer and Metadata Specialist, Alexander Street Press (ProQuest)

January 2013 – September 2019

- Provided expertise in religious studies to enhance the indexing of theological and cultural databases.
- Analyzed and indexed scholarly texts, ensuring accurate metadata and search functionality.
- Processed and verified metadata material for various digital collections.
- Worked on projects like *Religious Studies in Video* and *Twentieth-Century Religious Thought Library*, contributing to their usability and academic relevance.

Founder, inDocs inDexing

January 2010 – Present

- Established a successful indexing business specializing in academic and theological texts.
- Indexed key works in theology, including biblical commentaries, interfaith studies, and church history.
- Expanded services to include metadata management for digital platforms, focusing on theological resources.
- Recognized for precision and depth in indexing complex religious and academic texts.

Key Projects

- **Theological Studies:** Indexed foundational works such as *Liberation Theology and Social Justice* and *The Church in the Modern World*.

- **Religious Histories:** Analyzed and indexed texts like *History of the Early Church Fathers* and *Global Christianity: A Historical Perspective*.
 - **Biblical Studies:** Worked on comprehensive commentaries, including *The Gospel of John: A Theological Commentary* and *Paul's Letters to the Churches*.
 - **Interfaith Dialogue:** Indexed significant works like *Bridging Faiths: Dialogues on Religion and Peace*.
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TOOLS AND TECHNOLOGIES

- Content management systems for metadata entry and validation.
 - Indexing and metadata creation tools.
 - Metadata standards, authority control, and controlled vocabularies.
 - Excel for indexing project management.
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EDUCATION

Master of Arts in Philosophy & Religious Studies

California Institute of Integral Studies

Bachelor of Arts in Religious Studies

San Diego State University

Graduated with Honors

LANGUAGES

- Proficient in Spanish; reading proficiency in French and Italian
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INTERESTS

- Exploring the intersection of theology and social justice.
- Researching global religious traditions and their historical contexts.
- Advocating for the accessibility of scholarly religious knowledge through indexing