

Rose Ippolito

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PROFESSIONAL SUMMARY

Back-of-the-book indexer with 16 years of expertise serving academic and university press publishers. Recognized for creating precise, comprehensive indexes for scholarly works in theology, religious studies, and the humanities. Skilled in metadata creation, authority control, and semantic and database indexing. Collaborates closely with editors to uphold theological nuance and academic rigor. Fluent in Spanish.

EXPERIENCE

Head Indexer

January 2015 – Present

Orbis Books

- Lead the indexing department for a premier academic publisher of theological and spiritual works.
- Oversee creation of detailed, accessible indexes for approximately a dozen titles per year across Catholic theology, social justice, and spirituality.
- Partner with editors to ensure indexes reflect theological nuances and meet rigorous academic standards.

Indexer and Consultant

December 2022 – December 2024

Clarivate

- Conducted extensive indexing of comic book archives, most notably the complete Archie Comics series from its inception to the present day.
- Applied Spanish-language fluency to index primary-source documents related to the UK/Peru Cusichaca Trust project.
- Indexed foreign-language newspapers documenting the Serbian wars of the early 20th century.
- Delivered indexing on high-profile titles including *Aging in the Modern World*, *The Letters of Mary Edith Durham*, and *The Personal Letters of Vern Haugland*.
- Served as a key contributor to quality control for metadata and indexing processes across the team.

Indexer and Consultant

January 2013 – September 2019

Alexander Street Press

- Applied religious studies expertise to enhance indexing of scholarly theological and cultural databases.
- Indexed comic book collections including Bloom County compilations and Golden Age comics (1938-1956).
- Analyzed and indexed academic texts to ensure accurate metadata and robust search functionality.
- Contributed to Religious Studies in Video and Twentieth-Century Religious Thought Library, improving academic usability and discoverability.

Founder

January 2010 – Present

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- Founded and operate an independent indexing and proofreading practice specializing in academic and theological texts, serving publishers including Rowman & Littlefield, Routledge, Taylor & Francis, Callisto Media, and Orbis Books.
- Recognized as a top freelance indexer by Rowman & Littlefield.
- Provide proofreading services for Orbis Books, supporting editorial quality for theological and spiritual publications.
- Expanded services to include metadata management for digital theological platforms.

Proofreader

2011 – 2013

University Readers

San Diego, CA

- Proofread academic textbooks for a San Diego-based educational publisher, ensuring accuracy, consistency, and editorial quality across a range of subject areas.

EDUCATION

California Institute of Integral Studies

Master of Arts in Philosophy & Religious Studies.

San Diego State University

Bachelor of Arts in Religious Studies. Graduated with Honors.

SKILLS

Indexing and Information Science: Back-of-the-book indexing, Academic and scholarly text indexing, Semantic indexing, Database indexing, Metadata creation, Authority control, Indexing instructions and project requirements

Subject Expertise: Theology and religious studies, Interfaith studies, Church history, Social justice literature, Cultural and social history, Comic book and popular culture archives

Tools and Technologies: Metadata creation tools, Database systems, Theological reference tools and digital concordances, Microsoft Excel