

Deborah Milstein

Writing and Editing Portfolio: deborahmilstein.com | [LinkedIn](#) | deborah.milstein@gmail.com

Professional Experience

MIT Sloan Management Review, MIT Sloan School of Management, Cambridge, MA

Senior Associate Editor

2023–Present

- Editing and Content Creation
 - Collaborate with article contributors to create clear, compelling articles with actionable insights to help leaders make better decisions, covering management and leadership topics including innovation, talent management, technology, culture, organizational behavior, and career development.
 - Coach authors through article development and revision, providing direction and feedback to shape ideas, refine arguments, and sharpen structure. Line edit to polish prose and smooth flow.
 - Plan publication queue with editorial colleagues. Update and maintain content management systems. Collaborate with copyeditors and marketers to finalize article text and social copy.
- Content Strategy and Creation
 - Follow emerging research and media for developments, advances, and challenges in business and technology.
 - Analyze social and reader survey data to determine target topics and focus areas to best serve our readership.
 - Write book and research reviews for print publication, and commentary and blog posts online.
 - Collaborate with marketing colleagues on themed social campaigns. Compose SEO-optimized headlines, subheads, and social copy.
 - Work with design team to determine effective data presentation and article illustrations.
- Author Relationship and Article Submission Management
 - Proactively source, establish, and maintain contributor relationships to commission new articles and speaking commitments. Develop productive, ongoing collaborations with returning authors and video contributors.
 - Evaluate unsolicited article submissions and proposals, offering high-level feedback on promising projects.
 - Steer the process of researching and choosing a new submission management platform.

Associate Editor

2019–2023

- Edited nearly 200 articles. Contributed Q&A content, interviewing leaders about their work and new books.
- Wrote copy for weekly “best of” newsletters.
- Initiated project to develop an author contact management system.
- Led development of an internship program designed to build a diverse pipeline in business publishing.

Harvard T.H. Chan School of Public Health, Boston, MA

Case Writer, Case-Based Teaching and Learning Initiative

2014–2019

- Served as lead writer and managing editor of a three-person grant-funded initiative to build a library of business school-style cases for public health education.
- In collaboration with faculty and subject matter experts, developed, wrote, and edited cases and teaching notes. Conducted on-site interviews with leaders and stakeholders; discerned themes; synthesized material and background research; negotiated quote and copyright clearance.
- Independently redesigned and rebuilt digital library of teaching and learning resources. Reorganized content and reconceptualized taxonomy for improved navigation and user experience. Created tools to more accurately track case downloads and effectively share teaching materials with faculty.
- Collected and analyzed data for periodic funding reports.
- Managed publication of a growing collection of cases with Harvard Business Publishing.

Harvard Business Publishing, Harvard Business Review Group, Boston, MA

Freelance Writer

2013–2016

- Wrote three short books for the HBR Press branded line: HBR Guide to Performance Management (2017) and Innovative Teams and Performance Reviews (20-Minute Manager series, 2015).
- Wrote copy for Management Tip of the Day email (2013–2014).

Harvard School of Dental Medicine, Boston, MA

Research Program Coordinator

2011–2014

- Served as administrator for the biological sciences in dental medicine PhD program and liaison with the Graduate School of Arts and Sciences, and research team contact for 200+ DMD, MMSc, and DMSc students.
- Wrote and edited content for research and development publications, translating complex scientific ideas into clear language.
- Managed all logistics, vendor coordination, and communications for an annual conference with 65+ presenters, visiting speaker forums, and research seminars.
- Saved department \$30k annually by taking over previously-outsourced financial processing.

Harvard Medical School, Boston, MA

Diversity Programs Assistant, Division of Medical Sciences

2006–2011

- Managed all administration of a federally-funded undergraduate summer program, coordinating 10-week research lab placements with Harvard- and MIT-affiliated PIs in the life sciences.
- Processed and screened 500 student applications annually for a class of 25. Managed event planning, finances and stipends, vendor relationships, IDs, housing, and individualized travel.
- Supervised resident advisor and peer mentor coordinator.
- Wrote and distributed biannual alumni newsletter. Drafted NIH and NSF grant applications and progress reports.
- Served as main contact for students, applicants, faculty, and 450+ alumni. Acted as DMS representative at conferences and meetings.
- Provided essential continuity, guidance, and thorough documentation to support incoming director following the death of Dr. Jocelyn Spragg, program co-founder and director of 20 years.

Skills

- Versatile writing and content creation skills across print, digital, and social platforms.
- Developmental, line, and copy editing.
- Interviewing, library research, and fact-checking.
- Proficiency with AP, Chicago, academic, and custom styles.
- Technical facility and the ability to learn new tools quickly. Proficiency using:
 - Asana
 - Google Workspace
 - Microsoft Office
 - Qualtrics
 - Slack
 - Smartsheet
 - Social platforms: LinkedIn, Facebook, Instagram, Bluesky
 - WordPress
 - Zoom, Teams, WebEx

Education

YW Boston, Boston, MA

LeadBoston, a year-long inclusive leadership training program

2022

Harvard Extension School, Cambridge, MA

Certificate in Publishing and Communications

2013

Lesley University, Cambridge, MA

M.F.A., Creative Writing, Nonfiction

2008

Wellesley College, Wellesley, MA

B.A., Medieval and Renaissance Studies major, English minor, magna cum laude

2000

Davis Prize for prose fiction