

Thomas J. Kiefer, Ph.D.

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EDUCATION

University of California Berkeley Extension, Online

Indexing: Theory and Application course, 2020

Fordham University, New York, NY

Ph.D. in Philosophy, Graduate School of Arts and Sciences, 2017

Jesuit Pedagogy Seminar, 2017

Certificate in Bioethics and Medical Humanities, 2017

MA in Philosophy, Graduate School of Arts and Sciences, 2012

BA in Philosophy, Fordham College at Lincoln Center, 2010

Indexing Partners LLC, Rehoboth Beach, DE

Indexing Boot Camp, 2017

Montefiore Einstein Center for Bioethics, New York, NY

Certificate in Bioethics and Medical Humanities, 2016



INDEXING AND EMPLOYMENT EXPERIENCE

Logos Indexing LLC, Kiefer Editorial Services, February 2018-Present

Freelance Indexer

- Create accurate, accessible, and comprehensive indices faithful to the text in a timely manner
- Craft print, digital, and embedded indices specialized in academic publications and trade books
- Utilize expert knowledge, research skills, and publishing experience for complex, nuanced, and abstract projects
- Apply professional indexing training to work flexibly with publishers and authors on projects with variable timelines, differing stages of completion, and based on special requests to meet indexing needs

Mertes Editorial Services, June 2018-Present

Freelance Indexer

- Create print and digital indexes for 10-15 books each year, specializing in philosophy, ethics, and history

Indexing Partners LLC, October 2017-April 2019

Freelance Indexer

- Created print and digital indexes for 25-30 books each year, specializing in academic and trade books

Columbia University

Senior Advisor, School of Professional Studies, New York, NY January 2018-August 2021

- Assisted students, faculty, and administrators in navigating university systems, policies, and information

Fordham University, August 2006-December 2020

Researcher and Teaching Fellow, Department of Philosophy, Bronx, NY, August 2010-May 2017

- Created academic research and publications in areas philosophy, ethics, and bioethics

Library Assistant, Quinn Library, New York, NY, August 2006-December 2020

- Assisted student, faculty, and alumni patrons with research, writing, and subject-specific inquiries and requests

SKILLS AND AREAS OF SPECIALTY

- Back-of-book indexing with CINDEX and SKY software, embedded indexing using Word, PDF, and BaseX
- Challenging, extensive, or unique projects, subject and author indices, indices locorum, scriptural indices
- Revision of previously created indices, updating previous indices, and special publisher and author requests
- Philosophy, ethics, bioethics and medical humanities, anthropology, psychology, sociology, biology, religion, history, cultural studies, politics, biography, animation, economics, critical theory, technology, and cooking

LANGUAGE PROFICIENCY

French: Advanced reading, writing, and translation competency

German: Advanced reading, writing, and translation competency

Spanish: Advanced reading, writing, and translation competency

Ancient Greek: Intermediate reading, writing, and translation competency

SELECT INDICES

- [An Introduction to the Philosophy of Spinoza – Henry Allison \(CUP, 2022\)](#)
- [Can Courts be Bulwarks of Democracy? – Jeffrey Staton and Christopher Reenock \(CUP, 2022\)](#)
- [The Analects – Erin Cline \(OUP, 2021\)](#)
- [Where Great Powers Meet: America & China in Southeast Asia – David Shambaugh \(OUP, 2021\)](#)
- [Political Ritual and Practice in Capetian France – M. Gaposchkin and Jay Rubenstein \(Brepols, 2021\)](#)
- [Chinese Sympathies – Daniel Purdy \(Cornell University Press, 2021\)](#)
- [Mayor Michel Bloomberg – Lynne Weikart \(Cornell University Press, 2021\)](#)
- [Understanding Human Conduct – Samuel Rakover \(Rowman & Littlefield, 2021\)](#)
- [Art of Dying – NCBC \(National Catholic Bioethics Center, 2021\)](#)
- [Transgender Issues in Health Care – NCBC \(National Catholic Bioethics Center, 2021\)](#)
- [The Moral Habitat – Barbara Herman \(OUP, 2021\)](#)
- [The Body in Theory – Becky McLaughlin and Eric Daffron \(McFarland Press, 2021\)](#)
- [The Myth of the Saving Power of Education – Hannah Adams \(Pickwick Publications, 2021\)](#)
- [The Mimetic Life: Imitation and Infinity – Michael Motia \(University of Pennsylvania Press, 2021\)](#)
- [The Key to American Independence – William Wenger \(Independently Published, 2021\)](#)
- [In the Service of God and Humanity – Tunde Adeleke \(South Carolina Press, 2021\)](#)
- [The Power of Non-Violence: The Enduring Legacy of Richard Gregg – John Wooding \(Loom Press, 2020\)](#)
- [Catholic Handbook on Bioethics – NCBC \(National Catholic Bioethics Center, 2020\)](#)
- [Montaigne: Life without Law - Pierre Manent \(University of Notre Dame Press, 2020\)](#)
- [Toward a Concrete Philosophy: Heidegger and the Emergence of the Frankfurt School - Mikko Immanen \(Cornell University Press, 2020\)](#)
- [The Political Philosophy of Fenelon - Ryan Patrick Hanley \(Oxford University Press, 2020\)](#)
- [Natural Law and Human Rights: Toward a Recovery of Practical Reason - Pierre Manent \(University of Notre Dame Press, 2020\)](#)
- [Colonial Capitalism and the Dilemmas of Liberalism - Onur Ulas Ince \(Oxford University Press, 2020\)](#)
- [Fenelon: Moral and Political Writings - Ryan Patrick Hanley \(Oxford University Press, 2020\)](#)
- [Labor in the Time of Trump - Eds. Kerrissey, Weinbaum, Hammonds, Juravich, Clawson \(Cornell University Press, 2019\)](#)
- [Protecting Animals Within and Across Borders - Charlotte Blattner \(Oxford University Press, 2019\)](#)
- [Rituals of Care: Karmic Politics in an Aging Thailand - Felicity Aulino \(Cornell University, 2019\)](#)
- [Free Speech in the Digital Age - Eds. Susan Brison and Katherine Gelber \(Oxford University Press, 2019\)](#)
- [Dimensions of Normativity: New Essays on Metaethics and Jurisprudence - Eds. Plunkett, Shapiro, Toh \(Oxford University Press, 2019\)](#)
- [Oxford Handbook of Levinas - Michael Morgan \(Oxford University Press, 2019\)](#)
- [Liberty in the Things of God – Robert Wilken \(Yale University Press, 2019\)](#)
- [Student Affairs Funding: Raising the Funds to Raise the Bar –Penney, Rose, and Gittings \(NASPA, 2019\)](#)
- [Counselor Education in Counselor education in the 21st century – Koech and Rubel \(ACA, 2019\)](#)
- [Crisis, Compassion, and Resiliency in Student Affairs – Treadwell, O’Grady, Kruger \(NASPA, 2019\)](#)
- [Locke on Knowledge and Reality – Georges Dicker \(Oxford University Press, 2019\)](#)
- [Gaining Voice: The Causes and Consequences of Black Representation in the American States – Christopher Clark \(Oxford University Press, 2019\)](#)
- [Future of Work: Robots, AI, and Automation – Darrell West \(Brookings Institution Press, 2019\)](#)
- [In Person: Reenactment in Postwar and Contemporary Cinema – Ivone Margulius \(Oxford University Press, 2019\)](#)
- [Miyazakiworld: A Life in Art – Susan Napier \(Yale University Press, 2019\)](#)
- [New Wave Consequentialism – Christian Seidel \(Oxford University Press, 2019\)](#)
- [Dust Bowls of Empire – Hannah Hollerman \(Yale University Press, 2019\)](#)
- [Humility \(The Virtues\) – Jennifer Cole Wright \(Oxford University Press, 2019\)](#)
- [American Juvenile Justice – Franklin Zimring \(Oxford University Press, 2019\)](#)
- [Cooking in Iran: Regional Recipes & Kitchen Secrets – Najmieh Batmanglij \(Mage Publishers, 2018\)](#)
- [Beyond Speech: Pornography and Analytic Feminist Philosophy - Ed. Mari Mikkola \(Oxford University Press, 2018\)](#)
- [A Wolf in the City: Tyranny and the Tyrant in Plato’s *Republic* - Cinzia Arruzza \(Oxford University Press, 2018\)](#)