



CREATIVE | EDITOR • WRITER • SOCIAL MEDIA • INSTRUCTION

LaTasha R. Jones

GET IN CONTACT

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PERSONAL PROFILE

An adaptive creative professional with hands-on experience in writing, editing, teaching, social media, and web development.

AREAS OF EXPERTISE

- Proofreading
- Copy editing
- Quality + Document Control
- Instructional Design
- Teaching and Instruction
- Editing and Copyediting
- Proposal Writing
- Academic Writing
- Creative Writing
- Writing for Business Industry
- Technical Editing and Production
- Document Design
- Graphic Design
- Web Content Development
- Web Content Management
- Social Management
- Social Media Analytics
- Working knowledge of HTML

OTHER SKILLS

- Certificate in Writing Federal Proposals
- Certificate in Technical and Professional Communication
- Diversity, Equity, and Inclusion in the Workplace
- Detail-oriented original designer known for delivering inventive solutions using user-centered design theory
- Team player, established leader, project initiator/innovator who is eager to continue learning and growing

TECHNICAL WORK EXPERIENCE

FREELANCE CREATIVE PROFESSIONAL (SUBCONTRACTOR)

• Proofreader | 10/2023 – 11/2023
Robert Half | 6/2023 – Present

COPY EDITOR

Health & Safety Institute (HSI) | 7/2022 – 4/2023

EDITOR

Divine Legacy Publishing, LLC | 6/2022

LECTURER

Department of English – Fayetteville State University

ADJUNCT FACULTY / INSTRUCTOR

English Department – Fayetteville Technical Community College

FREELANCE WRITER

Talent, Inc. (Formerly RezBiz)

SENIOR WRITER

K2 Solutions, Inc.

TECHNICAL WRITER

K2 Solutions, Inc.

PHOTOGRAPHER / VOLUNTEER

The Arts Council of Fayetteville/Cumberland County

EDITORIAL ASSISTANT

North Carolina Literary Review

EDUCATION HISTORY

EAST CAROLINA UNIVERSITY

Master of Arts in English

- Concentrations/Areas of Interest: Creative Writing, Technical & Professional Communication
- President, English Graduate Student Organization
- Tutor, Athletic Academic Support

EAST CAROLINA UNIVERSITY

Bachelor of Arts in English

EAST CAROLINA UNIVERSITY

Bachelor of Arts in Political Science