



joneslata@gmail.com
c: (910) 568-6209
www.lataasharjones.com

LATASHA R. JONES

2023

Dear Search Committee:

I have **16 years of experience in technical writing and editing, as well as proofing and copyediting**. I have experience developing original graphics and communication collateral for web and print. Additionally, I am fluent in key social media platforms and my expert written communication skills allow me to craft effective content that inspire user engagement.

I am a creative professional subcontractor with Robert Half:

- ✓ 16 years of experience in **fact checking and research**
- ✓ **16 years of experience** creating professional and goal-oriented **content for web, social media, print, video, exhibits**, etc.
- ✓ 15 years of experience **editing, proofing, and copyediting**
- ✓ **13 years of experience** in a communication role
- ✓ **8 years of experience** delivering instruction in composition, and technical & creative writing online and face-to-face
- ✓ Experienced with Adobe Creative Suite: InDesign, Photoshop; Microsoft Office Suite, Google Docs, Canva, Wordpress, InShot, Wix, Chicago Manual of Style, AP Style, Grammarly, Teamwork, Asana, Monday.com, Cricut Design Space, HTML, Document Control and Quality Assurance, Graphic Design, Social Media Management, Instructional Design
- ✓ Certificate in Writing Federal Proposals
- ✓ Certificate in Technical and Professional Communication
- ✓ Online Teaching Certificate
- ✓ Certified Online Instructor – Level I

I am currently a Freelance Creative Professional with Robert Half; I am working as a **Proofreader** for a global investment firm. My recent experience also extends to me previously being a **Copy Editor** with the Health and Safety Institute (HSI), working in the microlessons and eLearning arena. I worked collaboratively with multiple content teams to ensure no errors and a consistency of published materials is being delivered across learning mediums. I also wrote and edited original learning content to be delivered to various high-profile clients for HIS's brand Blue Ocean Brain. I was responsible for editing and writing microlessons to include content for web, email, video, student materials, exams, social media, ebooks, blogs, and marketing materials.

- ✓ **ROI:** I helped HSI save money by improving the credibility of customer-facing material via quality editing, proofreading, writing, and fact-checking.

Additionally, I was an English Lecturer at Fayetteville State University. I previously worked as a Freelance Writer for Talent Inc. (formerly RezBiz). Additionally, I was part of a Business Development and Marketing Team as a Senior Writer and a Technical Writer for a U.S. Government contractor in Southern Pines, N.C.

As detailed in my resume and CV, I hold a dual Bachelor's degree in English and Political Science, which was followed up with a Master's degree in English from East Carolina University. My specialties are creative and technical communication, editing, document design, instructional design, as well as creative design. My excellent attention to detail and strong spelling and grammar knowledge combine to make me a terrific candidate for this position.

My experience as a lecturer of English and writing—to include creative, technical, and business writing—has allowed me time and space to claim expertise with the written word.

Over the last 16 years, I have honed my ability to effectively communicate through websites, white papers, presentations, newsletters, social media, and videos. I have developed and used brand-specific style guides; I am adept with language syntax to fix inconsistencies and errors in grammar, spelling, punctuation, and design.

I am eager to continue working in the world of technical writing and editing.

If nothing else, the pandemic and ensuing years has taught me to set my sights on attaining what I truly want and to focus on harnessing a vocation that truly excites me.

I look forward to working with you. I can be contacted via email at joneslata@gmail.com or at (910) 568-6209.

Best,

LaTasha R. Jones



LATASHA R. JONES

Creative/Technical Writer + Editor

Social Media/Graphic Design/Web + Print
TEACHING + INSTRUCTION + INFORMATION LITERACY

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PROFILE

Professional, creative, and effective writer + editor with experience writing and polishing content for web and print, as well as managing a team of writers
Compassionate, resourceful, and adaptive instructor with hands-on experience delivering instruction face-to-face and online
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
Productive and successful under pressure and condensed timelines

TECHNICAL

SKILLS

Editing and Copyediting
Technical Editing and Production
Teaching and Instruction
Instructional Design
Interviewing and Reviewing
Writing for Business Industry

Document + Graphic Design
Photography + Photo Editing
Event Planning + Management
Beginning HTML Coding + Manipulation
Web Content Development + Management

Adobe Photoshop
Adobe InDesign
SharePoint
Microsoft Office Suite
Various Content Management Systems

Social Media Management
Social Media Analytics
Hootsuite
LinkedIn
Tumblr
Google+
Pinterest
Instagram
TikTok
TweetDeck
Snapchat
Facebook
Wordpress
Blogger
YouTube
Twitter

EDUCATION

Master of Arts in English
East Carolina University
Greenville, North Carolina

Bachelor of Arts in English
East Carolina University
Greenville, North Carolina

Bachelor of Arts in Political Science
East Carolina University
Greenville, North Carolina

EXPERIENCE

Freelance Creative Professional | Robert Half | 06.2023 - Present

• **Proofreader** | 08.2023 – 11.2023
subcontractor: creative, adaptive, and detailed oriented • Adobe Creative Suite: InDesign, Photoshop; Microsoft Office Suite, Google Docs, Canva, Wordpress, InShot, Wix, Chicago Manual of Style, AP Style, Grammarly, Teamwork, Asana, Monday.com, Cricut Design Space, HTML, Document Control and Quality Assurance, Graphic Design, Social Media Management, Instructional Design

Copy Editor | Health & Safety Institute (HSI) | 07.2022 – 04.2023

work collaboratively with multiple content teams focused on human skills • edit documents submitted by multiple authors to ensure they abide by set standards • review graphics, exams, and student materials for continuity, style, conciseness, and order

Editor | Divine Legacy Publishing | 06.2022

edit manuscripts, blog posts, and newsletters associated with Divine Legacy Publishing • assist with writing blog posts and newsletter messages • maintain an accurate timeline that meets required completion dates

Lecturer | Department of English | Fayetteville State University | 08.2016 – 7/2022

teach a variety of courses, including Composition I, Composition II, Business Writing and/or Technical Writing • face-to-face and online

Owner/Creative/Designer/Marketing Strategy + Communications Maven | the sisters jones collective. | 2010 - Present

create custom fiber art and products • crochet and creative accessories • develop marketing and public relations strategies to connect with and generate new clientele • creative graphics and web design

Adjunct Faculty (English Instructor) | Fayetteville Technical Community College | 08.2014 - 2016

deliver instruction in composition and American Literature in the College Transfer English Program • face-to-face and online

Freelance Writer | Talent Inc. | 07.2014 - 2016

write and edit resumes, cover letters, and LinkedIn accounts for a wide variety of professional backgrounds

University Library Technician | Fayetteville State University | 09.2012 – 08.2016

manage the lending service for interlibrary loan • maintain departmental manuals • compile data for statistical reports • handles all billing + invoices • perform reference service desk duties, to include guiding patrons through traditional + electronic resources • train + manage student employees • oversees aspects of public programming + special events • develop library exhibits • manage + curate library social media program • serve on web 2.0 committee

Senior Writer | K2 Solutions, Inc. | 04.2012 – 09.2012

develop detailed proposal writing and presentation responsive to proposals, sources sought, data calls, and other material • work closely with subject matter experts to ascertain and address specific technical and management details as well as making sure the text is clear, concise, and meets RFP requirements • supervise, train, and mentor team of technical writers, coordinating assignments and tracking tasks; ensure all processes and procedures are clearly delineated and followed in accordance with company standards • developed and implemented company-wide style manual and guide • oversee final edits of all content and material, to include consistency and redundancy • provide support in the area of website content development and sustainment; photography for company events • assist marketing with the development of materials, such as video scripts, white papers, and press releases • attend conferences and exhibits

Photographer + Docent + Greeter | The Arts Council of Fayetteville/Cumberland County | 01.2012 – 2015

greet, educate, and engage the public • explain exhibits and pieces • assist with community events • communicate effectively with both adults and children • provide community with relevant, up-to-date information • assist volunteer coordinator with events + event planning

Technical Writer | K2 Solutions, Inc. | 06.2011 – 04.2012

performed the writing, development, and editing of federal proposals • organized information and writing assignments according to established graphic standards while maintaining correct order, clarity, conciseness, style, terminology, and grammar • assisted with the editing, composition, production, and delivery in accordance with applicable specifications, standards, and other requirements

Editorial Assistant | North Carolina Literary Review | 12.2009 – 05.2010

formatted content accepted for publication in InDesign and Word • fact/quote checked issue content and research queries • assisted with proofreading, including "railroad reading" of poetry • transcribed recorded interviews • contacted literary event coordinators and writers for book reviews, critical articles, and interviews • maintained constant contact with authors, editors, contributors, and various research personnel • established NCLR's social media presence by developing its social media plan and usage policies and procedures • prepared publicity material for various conference and promotional events • photographer at various conferences and events

Staff Writer | Expressions Magazine | 08.2009 – 12.2009

developed content for publication • published several original articles • worked with editors, graphic artists, photographers, and writers to establish themes and content

Administrative Support Associate | East Carolina University | 04.2007 – 06.2011

develop departmental literature, online forms, and website content • copyedit and revise library documents and publications • assist library patrons at service desk with general library inquiries and direct them to relevant library personnel/campus areas • provide assistance to Document Delivery and librarians, as needed • supervise student employees • served on various campus committees

PUBLICATIONS

HONORS

AWARDS

full list available below in CV and at latasharjones.com

- "Race and Liberty in America: The Essential Reader (review)." Callaloo 35.3 (2012): 830-833. Project MUSE. Web. <http://muse.jhu.edu/>.
- Interview, Jonathan Bean. Race and Liberty in America (2009). *National Association of Scholars*, 2011. (online)
- "Edna, Pete, and Me." (short story) *Rebel Magazine*, Literary Contest, 2nd Place, Fall 2010.
- "An Everyday Poem." (poem) *Rebel Magazine*, Literary Contest, 1st Place, Fall 2010.
- "Lately." (poem) *Rebel Magazine*, Literary Contest, Honorable Mention, Fall 2010.

PORTFOLIO

[samples + examples available at latasharjones.com](#) | password: OpenSesame2023 (case sensitive)

LATASHA R. JONES

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- ✓ **16 years of experience** in technical writing and editing, as well as proofing and copyediting
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 - ✓ Certified Online Instructor – Level I
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- ✓ **Compassionate, resourceful, and adaptive instructor** with hands-on experience delivering instruction face-to-face and online
 - ✓ **Professional, creative, and effective writer + editor** with experience writing and polishing content for web and print writers
 - ✓ **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
 - ✓ **Productive and successful** under pressure and condensed timelines, as well as managing a team of writers

RESEARCH & WRITING INTERESTS

Social Media Longevity, Cultural Identity and Self-Identification Systems, Socio-cultural Implications of Race/Ethnicity, (Southern) Historical Erasure, Black and Multicultural Literature, Diversity in Higher Education, Student Apathy/Involvement, Defining Diversity and Multiculturalism, Future of Libraries

EDUCATION

Master of Arts • English

East Carolina University

Concentrations/Areas of Interest: Creative Writing, Technical & Professional Communication

Thesis: “Come on Down To See For Yourself: Southern Railroad Tracks as Racial Segregators—The Case of Greenville, North Carolina” (a collection of nonfiction essays)

Bachelor of Arts • English

East Carolina University

Concentration: Writing

Bachelor of Arts • Political Science

East Carolina University

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 – Present
Durham, NC

Lecturer (English)

Fayetteville State University 8/2016 – 7/2022
Fayetteville, NC

Adjunct Faculty (English)

Fayetteville Technical Community College 8/2014 – 2016
Fayetteville, NC

Freelance Writer

RezBiz/Talent, Inc. 7/2014 – 2016

University Library Technician

Fayetteville State University 9/2012 – 8/2016

Fayetteville, NC

Senior Writer

4/2012 – 9/2012

K2 Solutions, Inc.
Southern Pines, NC

Technical Writer

6/2011 – 4/2012

K2 Solutions, Inc.
Southern Pines, NC

Administrative Support Associate/Library Clerk

4/2007 – 6/2011

Laupus Health Sciences Library
East Carolina University, Greenville, NC

Editorial Assistant (intern)

12/2009 – 5/2010

North Carolina Literary Review
East Carolina University, Greenville, NC

Staff Writer

8/2009 – 12/2009

Expressions Magazine
East Carolina University, Greenville, NC

UNIVERSITY AND COMMUNITY SERVICE

University

Fayetteville State University

Website Committee – Convener, College of Arts and Sciences (2016 – 2017)

Marketing Committee - Chair, Department of English, (2016 – Present)

Student Engagement Committee, Department of English (2016 – Present)

Faculty Senate Senator, Department of English (2016 – Present)

Friends of the Library, Steering Committee and Newsletter Editor (2015 – 2016)

Staff Senate, Alternate (2013 - 2016)

Web 2.0 Committee, Chesnutt Library (2012 – 2016)

Display Committee, Chesnutt Library (2012 – 2016)

Hazing Hurts Planning Committee (2012)

Campus Advisor, Delta Iota Chapter of Sigma Gamma Rho Sorority, Inc. (2012 – 2014)

East Carolina University

Diversity Committee, Department of English (2010-2011)

Chancellor's Roundtable Group, Student Affairs (2010-2011)

Student Advisory Group, Student Affairs (2010-2011)

Diversity Committee Chair, Laupus Library (2010-2011)

Chancellor's Diversity Liaison Group, Office of Institutional Diversity (2010-2011)

Strategic Planning Committee, Laupus Library (2009-2010)

Social Media Committee, Laupus Library (2010-2011)

Publications Committee, Laupus Library (2009-2010)

Diversity Committee, Laupus Library (2008-2011)

History Committee, Laupus Library (2007-2011)

PUBLICATIONS

"Race and Liberty in America: The Essential Reader (review)." *Callaloo* 35.3 (2012): 830-833. Project MUSE.

Web. <<http://muse.jhu.edu/>>.

Interview, Jonathan Bean. *Race and Liberty in America* (2009). *National Association of Scholars*, 2011. (online)

"Edna, Pete, and Me." (short story) *Rebel Magazine*, Literary Contest, 2nd Place, Fall 2010.

"An Everyday Poem." (poem) *Rebel Magazine*, Literary Contest, 1st Place, Fall 2010.

"Lately." (poem) *Rebel Magazine*, Literary Contest, Honorable Mention, Fall 2010.

"I am what I eat: Empathy for animals leads student to become vegan." (article) *Her Magazine*, February 2010.

"I am what I eat: Being a vegan proves challenging to pocketbook and free time." (article) *Her Magazine*, March 2010.

"I am what I eat: Say Cheese! Vegan experiment ends after four months." (article) *Her Magazine*, May 2010.

"Buy Me a Time Machine." (poem) *Expressions Magazine*, 2009: 50-2.

"Hair Esteem." (poem) *Rebel Magazine*, 2009, Contest, 3rd place.

"Green Her Grass." (poem) *Her Magazine*, March 2009.

Interview, Robert Boisvert. *Long Dead Lover* (2008), *Mainstreet Rag Magazine*, Winter 2009: 72-6.

"Crinkle, Crinkle, Rip." (short story) *Her Magazine*, Spring 2008: 11, Contest.