



# LATASHA R. JONES

Creative/Technical Writer + Editor

Social Media/Graphic Design/Web + Print

TEACHING + INSTRUCTION + INFORMATION LITERACY

[joneslata@gmail.com](mailto:joneslata@gmail.com)

c: (910) 568-6209

[www.latasharjones.com](http://www.latasharjones.com)

## 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

<b>SKILLS</b>	Teaching and Instruction Instructional Design Interviewing and Reviewing Editing and Copyediting Writing for Business Industry Technical Editing and Production	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 TweeDeck
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## EDUCATION

<i>Master of Arts in English</i> East Carolina University Greenville, North Carolina	<i>Bachelor of Arts in English</i> East Carolina University Greenville, North Carolina	<i>Bachelor of Arts in Political Science</i> East Carolina University Greenville, North Carolina
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## EXPERIENCE

### Copy Editor | Health & Safety Institute (HSI) | 07.2022 - Present

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 - Present

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: OpenSesame2021 (case sensitive)

# LATASHA R. JONES

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- ✓ **15 years of experience** in technical writing and editing, as well as proofing and copyediting
  - ✓ **15 years of experience** creating professional and goal-oriented content for web, social media, print, video, exhibits, etc.
  - ✓ **12 years of experience** in a communication role
  - ✓ **7 years of experience** delivering instruction in composition, and technical & creative writing online and face-to-face
  - ✓ Certificate in Writing Federal Proposals
  - ✓ Certificate in Technical and Professional Communication
  - ✓ Online Teaching Certificate
  - ✓ 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

### Copy Editor

Health & Safety Institute (HSI)

7/2022 – Present

### Editor

Divine Legacy Publishing, LLC

Durham, NC

6/2022 – Present

### Lecturer (English)

Fayetteville State University

Fayetteville, NC

8/2016 – 7/2022

### Adjunct Faculty (English)

Fayetteville Technical Community College

Fayetteville, NC

8/2014 – 2016

### Freelance Writer

RezBiz/Talent, Inc.

7/2014 – 2016

### University Library Technician

Fayetteville State University

Fayetteville, NC

9/2012 – 8/2016

### Senior Writer

K2 Solutions, Inc.

Southern Pines, NC

4/2012 – 9/2012

<b>Technical Writer</b> K2 Solutions, Inc. Southern Pines, NC	6/2011 – 4/2012
<b>Administrative Support Associate/Library Clerk</b> Laupus Health Sciences Library East Carolina University, Greenville, NC	4/2007 – 6/2011
<b>Editorial Assistant (intern)</b> <i>North Carolina Literary Review</i> East Carolina University, Greenville, NC	12/2009 – 5/2010
<b>Staff Writer</b> Expressions Magazine East Carolina University, Greenville, NC	8/2009 – 12/2009

### **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.