

Jessica Ann Simpson

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Dallas, Texas

214.555.6539

OBJECTIVE

Seeking the full-time copy-editing position for Fashion and Lifestyle Magazine

EDUCATION

Stephen F. Austin State University, Nacogdoches, Texas

Bachelor of Arts in Journalism, May 20XX

Cumulative GPA: 3.7

- President's Honor Roll, 3 semesters
- Dean's List, 3 semesters

SKILLS

Editing

- Assisted advanced placement high school seniors in perfecting college admission essays
- Revised Career Planning Checklist for Stephen F. Austin State University (SFASU) Career Services, as part of a class project
- Edited Career Counseling brochure for SFASU Career Services, as part of a class project
- Helped SFASU graduate student edit Master's thesis

Publishing

- Wrote 12 freelance articles for The Campus Gazette, SFASU school newspaper
- Designed ½ and ¼ page advertisements in The Campus Gazette for Debate Club
- Created postcards marketing Jobs4Jacks and other SFASU Career Services Programs

Technical

- Advanced skills in Adobe PageMaker, Photoshop, InDesign
- Basic AutoCAD skills
- Intermediate proficiency in Access and Publisher

WORK EXPERIENCE

Copyeditor Intern

May 20XX – August 20XX

MODE Magazine, Metropolis, New York

- Proofread and copyedited assigned sections of magazine
- Carried out tasks related to contracting typesetting, printing, and binding
- Prepared and organized artwork for book productions
- Familiarized customers with advertisement space, purchasing procedures, and responded to questions and concerns

ACTIVITIES & HONORS

- Metropolis Rotary Club Scholarship Recipient, 20XX-20XX
- Treasurer, Debate Club, 20XX-20XX
- Vice-President, Delta Nu Sorority, 20XX