

ALEXA JONES

WRITER | EDITOR | CREATOR

I am a hardworking, driven and detail-oriented graduate from Belmont University's Publishing program with strong writing and communication skills. Eagerly looking to find a unique outlet for my passion for the impact of the written word.

ACADEMIC BACKGROUND

Belmont University

BACHELOR OF ARTS AND SCIENCES
MAY 2020

- Publishing major, Writing minor
- Belmont University Honors Program
 - Completion of original thesis project (April 2020)
- Honors Student Council
 - Newsletter Editor (2017-2019)
 - Vice President (2019)
- Belmont Literary Journal, Web Designer, 2017
- Dean's List

SKILLS

- Developmental and fiction editing
- Creative and professional writing
- Proficiency with Microsoft Office applications
- Experience of Adobe InDesign CC (self-taught), Canva, and other design platforms
- Website design using Squarespace, Weebly, and Wix
- Basic HTML and CSS coding

RELEVANT COURSEWORK

- The Publishing Process
- Nonfiction and Technical Writing
- Fiction Editing
- Fundamentals of Speech Communication
- Digital Literacies
- Copyright Law
- Copy Editing
- Business and Professional Communication
- Social Media and PR
- Craft of Fiction
- Writers in Context
- Principles of Marketing

REFERENCES

References available upon request.

WORK HISTORY

Children's Marketing and Media Intern

PUBLISHER SPOTLIGHT
JAN 2020 - MAY 2020

- Wrote introductory letters to major review publications (Kirkus Reviews, Publishers Weekly, School Library Journal)
- Attended weekly client launch and pre-sales meetings
- Updated shared databases with relevant reviews
- Assisted in company booth at major conferences (Public Library Association Conference, February 2020), engaging with booth visitors about current titles
- Managed packaging and shipping for awards, reviewers, and giveaways

Editorial Intern

HARPERCOLLINS CHRISTIAN PUBLISHING
SEP 2019 - DEC 2019

- Executed format checks of manuscripts in their final design
- Conducted light to heavy copy-editing on a variety of manuscripts
- Styled manuscripts using house mark-up language
- Organized and named graphic files according to house standard
- Attended editorial meetings
- Assisted supervising editor with other tasks

Literary Assistant

JONES LITERARY
JAN 2019 - MAY 2019

- Edited author proposals and speeches for content clarity
- Identified excerpts within manuscripts for secondary publishing
- Created introductory primer for acquired children's authors
- Communicated with founder to gain assignments
- Managed content between authors and media sources

Newsletter Editor

BELMONT HONORS STUDENT COUNCIL
DEC 2017 - MAY 2019

- Coordinated, organized, edited, and created the monthly newsletter using Adobe InDesign
- Led monthly meetings with team members
- Conducted interviews and created content
- Mentored following editors