

258 B Randolph Rd
Morgantown, WV 26505
304-646-9987
mattjrt@gmail.com
jmjarrett@mix.wvu.edu

JAMES M. JARRETT

EDUCATION

WEST VIRGINIA UNIVERSITY, MORGANTOWN, PROFESSIONAL WRITING AND EDITING MAJOR

Philosophy Minor & Spanish Minor

- 3.4 cumulative g.p.a. in senior year
- Member of National Honor Society and Sigma Tau Delta
- Membership with the National Association of Parliamentarians

SKILLS & ABILITIES

- Experienced editor with history in copy-editing multiple texts
- Attentive to stylistic rules and guides, and proficient in all major style guides (MLA, APA, etc.)
- Effectively communicates in Spanish, and understands nuances of language.
- Well-acquainted with systems of organizing texts and the industry involving text in general.

EXPERIENCE

GOVERNOR'S INTERNSHIP PROGRAM: MAY 12, 2015 – JULY 8, 2015

Worked in WV Division of Culture and History in various departments doing state work:

- For the WV Arts program– Summarized grant applications for the quarterly *ArtWorks West Virginia*, and coordinated Poetry Out Loud newsletters, etc.
- For the WV State Archives– Composed new historical roadside markers, research in state archives, and carried out basic cataloguing functions of archives.
- Worked with a team and corresponded through email regularly

PERSONAL EDITING ASSISTANT: DECEMBER 2015 – PRESENT

- Worked as a personal assistant and copy-editor for a former VP of WVU on various projects including copy-editing books, daily correspondence, and file organization