

Jordan Ramsey

Curriculum Vitae

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EDUCATION

- Masters of Arts – English: Professional Writing 2017
Southeastern Missouri University, Cape Girardeau, MO
Thesis Title: *Three Days Wait*
Awards: Dorothy and Wedel Nilsen Scholarship
- Bachelors of Liberal Arts and Sciences – English Literature 2006
University of Illinois, Urbana-Champaign, IL
- Bachelors of Liberal Arts and Sciences – Creative Writing 2006
University of Illinois, Urbana-Champaign, IL

TEACHING EXPERIENCE

- Southeast Missouri State University – Graduate Assistant 2016
Cape Girardeau, MO
- Responsible for instruction of *EN100, English Composition*
 - Created materials for instruction, including rubrics and other grading criteria
 - Reinforced curriculum of revision and portfolio creation
 - Worked with online media to facilitate a web aided classroom
- Southeast Missouri State University – EN615 Teaching Practicum 2016

Cape Girardeau, MO

- Aided in the teaching of *EN275, Introduction to Creative Writing*
- Led classroom workshops in both Poetry and Fiction
- Proctored exams
- Oversaw and facilitated group work

University Tutorz – Tutor
Carbondale, IL

'15-'17

- Worked with special needs students to ensure success in college programs
- Provided one-on-one support for students in a variety of subjects
- Communicated with program liaison to coordinate learning materials and students' needs
- Worked in the fields of English, Speech, Math, Computer Science, and Art History

Lanier Technical College – Adjunct Instructor
Oakwood, GA

'08-'10

- Responsible for creation of curriculum and instruction of ENGL 97, ENGL 98, ENGL 1010, ENGL 1012
- Accountable for roughly 90 students per quarter
- Taught courses in *Remedial English, Introduction to Composition, and Technical Writing*
- Primary English Tutor as part of the College Student Success Program

Hardin County School District – Substitute Teacher
Elizabethtown, IL

2008

- Primary backup High School English Teacher for Hardin County High School
- Multi-subject substitute for Hardin County Junior High
- Taught elementary classrooms of upwards of 30 students
- Oversaw test-taking

NOVA Group of Japan
Ooimachi, Japan

'06-'07

- Taught with a focus on conversational English
- Emphasized correct grammar and structure of sentences in the appropriate register
- Educated a range of students from preschoolers to adults with varying degrees of English literacy
- Evaluated students on a class-by-class basis to consistently push for advancement

PROFESSIONAL WRITING

Berry Dunn McNeil & Parker, LLC – Copy Editor/Proofreader
100 Middle Street, Portland, ME 04101

'19 – Present

- Copyedited and proofread technical documents, ensuring consistency and compliance with BerryDunn brand

- Created educational content and led writing seminars for consultants, proposal writers, and managers on various business writing subjects
- Supervised and mentored overflow resources to help expand Editorial/QA team

Pearson Smarthinking Writing Lab 2017
Portland, ME

- Revised and Edited a wide variety of essays through an Online process
- Worked under strict time deadlines
- Provided personalized and detailed feedback focusing on both higher and lower order concerns
- Supported students in technical writing, creative writing, ESL, and career writing

Southeast Missouri State University Writing Lab – Writing Tutor 2017
Cape Girardeau, MO

- Aided with students' writing at multiple stages of the process
- Scored writing proficiency exams
- Assisted students in face-to-face and online settings
- Focused on higher level concerns while addressing technical issues

Southeast Missouri State University Press – Graduate Assistant 2016
Cape Girardeau, MO

- Wrote book reviews for consideration in the *Big Muddy* journal
- Formatted content and placed pages for *The Cape Rock*
- Reviewed submissions for novel publication and *Big Muddy*
- Assisted in general office duties

Southeast Missouri State Publications Department – Publications Assistant '15-'16
Cape Girardeau, MO

- Proofread and edited copy meant for campus-wide publication
- Aided in the creation of copy for advertising documents targeted towards new students
- Provided office support – answered phones, made copies, created Excel/Office documents
- Worked in a team setting to assess publication that were under review

The Southern Illinoisan – Copy Editor/Proofreader/Sports Clerk '14-'15
Carbondale, IL

- Wrote and edited sports articles and prepared them for publication
- Wrote headlines and subheads for articles while ensuring error-free copy
 - Created budgets and page layouts for placement of articles, art, and advertisements
 - Took calls and inquiries from the public regarding news stories

Freelance Writer and Editor '13-'14
Murphysboro, IL

- Wrote Search Engine Operations, news articles
- Delivered product descriptions for websites

- Provided web page translations
- Paid Editor of novels, websites, and dissertations

ADDITIONAL EXPERIENCE

Trader Joes- Crew Member 2017-Present
Portland, ME

- Worked in a fast paced, high volume market
- Lead the Coffee/Tea section and wrote orders
- Engaged customers one-on-one to exceed customer satisfaction expectations
- Trained n crew members in proper work techniques and procedures

Southern Illinois University Science Advisement Office – Office Support Specialist 2013
Carbondale, IL

- Managed/supervised the daily duties of four student workers
- Scheduled appointments with students and advisors
- Worked with specialized software to compose correspondence between faculty and students
- Created highly specialized documents to be presented to students and faculty

Southern Illinois University Human Resources – Human Resources Assistant 2013
Carbondale, IL

- Created materials for new hire orientation sessions
- Addressed multiple benefits and insurance questions from faculty and staff
- Aided in events organized by the Human Resources Department
- General clerical duties including reception, filing, organization, and processing of paperwork

Blue Cross Blue Shield of Illinois – Customer Advocate ’11-’12
Marion, IL

- Responsible for providing benefits quotes to healthcare providers
- Served providers accurate claims guidelines
- Advised information on CPT codes, pre-authorizations, and predeterminations
- Responsible for over one hundred inquiries per day

PUBLICATIONS

- *Three Days Wait*. Kindle Direct Publishing. 3 Jan 2021
- “Veritas in Dubium.” Cease, Cows, 1 May 2017.
- Rev. of “Hurricane Street” by Ron Kovic. *Big Muddy*: Journal of the Mississippi River Valley, spring 2017.
- Rev. of “The Universe Playing Strings” by R.M. Kinder. *Big Muddy*: Journal of the Mississippi River Valley, spring 2017.

- “Indian Pride.” Piker Press, 2016.
- *Multiple articles. The Southern Illinoisan*, 2014-15.

CONFERENCES

- Ramsey, J. (2017, April). *Waffles, Bacon, and Paunch Burger: The Conflicting Portrayals of Fat Characters in TV’s Parks and Rec.* Paper presented at “Radical Writes,” Jonesboro, AK.
- “Faulkner and Hemingway” Conference – Administrative Support
April, 2016
- Southeast Missouri State University, Cape Girardeau, MO
- “Radical Writes” Conference – Presentation Moderator
October, 2015
- Southeast Missouri State University, Cape Girardeau, MO