

Jen Town
townjen@gmail.com

Experience

Assistant Editor

Graduate Associate, UAFYE Marketing Communications

- assisted Associate Editor with composing, copywriting, and editing of print and online materials
- maintained database for online information search engine to communicate with prospective students
- collaborated on initial content redesign of first-year students's parents web site

June 2007–March 2008

Ohio State University

Media Associate

Graduate Associate, Department of English

- conducted interviews with faculty and students
- composed and edited articles for the Department of English web site

Sept. 2006–June 2008

Ohio State University

Assistant Poetry Editor of *The Journal*

Graduate Associate, Department of English

- issue layout using PageMaker, designed cover and postcard layouts using Photoshop
- organized booth for national writing conference to promote journal

Sept. 2006–June 2007

Ohio State University

Graduate Teaching Assistant

Department of English

- prepared lesson plans and syllabi for first-year writing, second-year writing, and introduction to poetry courses
- provided students with both written and verbal feedback on papers and other assignments

Sept. 2005–June 2007

Ohio State University

Writer

Marketing Communications

- composed and edited press releases about university events
- designed and edited weekly faculty bulletin
- maintained print and digital photo archives

Aug. 2004–June 2005

Penn State University

Education

The Ohio State University, Columbus, OH

Master of Fine Arts in Poetry

Sept. 2005–June 2008

The Pennsylvania State University, Erie, PA

Bachelor of Arts in English

Graduated with highest distinction, 3.94 GPA

Schreyer Honors College

Aug. 2000–May 2004

Computer Skills

- proficient in Word, Publisher, PageMaker, Dreamweaver, Photoshop, PowerPoint, Excel, and InDesign
- maintains online portfolio using design and web site building software at www.jen-town.com