

**Jen Town**  
townjen@gmail.com • www.jen-town.com

## Experience

### **Project Manager**

**October 2008-June 2010**

Vito's Catering, Inc. and Cotters Restaurant

- designed marketing materials, including ads and coupons; composed promotional letters for different target audiences; created social media marketing plan and updated social media; update website for both companies
- composed proposals and bids for catering company
- wrote manuals and procedures for operations department
- handled majority of recruitment for both companies, including composed ads, screened applicants, conducted interviews, trained and oversaw new staff
- assisted company owner and president by scheduling meetings, composing agendas, keeping track of various deadlines
- assisted with Operations, including overseeing packing team and helping expedite events in shop; assisted with event set-up when needed
- past duties included scheduling staff for catering events for the week. Scheduled up to 60 staff for avg. 40 events per week

### **Media Associate**

**Sept. 2006-June 2008**

Graduate Associate, Department of English

Ohio State University

- conducted interviews with faculty and students
- brainstormed own topics; attended departmental meetings and events and took notes; composed and edited articles for the Department of English website; took photos to accompany articles

### **Assistant Editor**

**June 2007-March 2008**

Graduate Associate, UAFYE Marketing Communications

Ohio State University

- 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' parents website
- assisted with annual overview of prospective student website content
- edited weekly First Year Experience e-newsletter that went out to first year students

### **Assistant Poetry Editor of *The Journal***

**Sept. 2006-June 2007**

Graduate Associate, Department of English

Ohio State University

- designed issue layout using PageMaker, as well as cover and postcard layouts using Photoshop
- worked with printing services and communicated with authors
- organized booth for national writing conference to promote journal
- assisted with grant writing for university grant; grant was awarded

### **Graduate Teaching Assistant**

**Sept. 2005-June 2007**

The Ohio State University, Department of English

Ohio State University

- taught 1<sup>st</sup> and 2<sup>nd</sup> year composition and poetry classes
- worked with young adults on papers and projects; maintained regular office hours for consultation with students; composed lesson plans and led class discussion; administered quizzes; assessed student work and assigned grades

**Special Studies Publicist****Summer 2004 & 2005**

Chautauqua Institution, Chautauqua, New York

- facilitated several faculty events & communicated faculty classes to public on daily basis
- assisted faculty members in publicizing summer courses through radio, press releases, and flyers

**Writer****Aug. 2004–June 2005**

Marketing Communications

Penn State University

- composed and edited press releases about university events
- designed and edited weekly faculty bulletin
- maintained print and digital photo archives; assisted with photo shoot for winter 2005 *The Behrend Quarterly* cover

**Customer Service****June 2000–August 2003**

Wegmans Grocery Store, Meat Department

Erie, PA

- assisted customers with product selection, providing high quality customer service, including product care and cooking tips
- followed procedures for temping product and cleaning department
- awarded Wegmans Scholarship in 2002

**Other Experience****Contract Work****June 2008–Sept. 2008**

Tracer Media

Columbus, Ohio

- checked children's educational software for glitches and errors in either design, function, or content; tracked issues and reported them to project managers

**Education****The Ohio State University**, Columbus, OH**Sept. 2005–June 2008**

Master of Fine Arts in Poetry

**The Pennsylvania State University**, Erie, PA**Aug. 2000–May 2004**

Bachelor of Arts in English

Graduated with highest distinction, 3.94 GPA; Schreyer Honors College

**Lancaster University**, Lancaster, UK**Spring Semester 2003**

Semester Study Abroad Program

**Certificates and Course Highlights****Columbus State Community College**, Columbus, Ohio**Oct. 2009–Dec. 2009**

Leadership Certificate

- 10 hour course on topics of leadership in business setting. Topics included:
  - The Essentials of Leadership
  - Building an Environment of Trust
  - Coaching Success
  - Leading Change

**Interactive Media Arts I****Spring Quarter 2007**

- gained further experience in Dreamweaver, Fireworks, and Flash
- learned graphic design elements of web design

**Digital Media and Composition Institute (DMAC)****Summer Quarter 2006**

- two-week course in various technologies, including Dreamweaver, Flash, Audacity, and iMovie
- gained experience with digital camera, video, and voice recorders

**Honors, Awards, and Publications**

Poems and stories have appeared or are forthcoming in: *Mid-American Review*, *Rhino*, *Epoch*, *Cimarron Review*, *Third Coast*, *Iron Horse Literary Review*, *Spoon River Poetry Review*, *Lake Effect Literary Journal*, and an anthology, *Along the Lake*.

Finalist, The Wick Chapbook Student Composition, Kent State University, 2007

Finalist, The Ruth Lily Fellowship, The Poetry Foundation, 2003

**Computer Skills**

- proficient in Microsoft Office and Adobe Creative Suite products
- maintains online portfolio using design and website building software at [www.jen-town.com](http://www.jen-town.com)