

Jerrika L. Waller

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Education

Emerson College
Master of Arts in Publishing and Writing, 2018

University of North Carolina at Chapel Hill
Bachelors of Arts in English and Comparative Literature,
December 2013

Honors and Awards

UNC Honors Semester in London—Fall 2012 Honors International Experience Scholarship

Sigma Tau Delta English Honor Society Member—Iota Nu Chapter

ECSU Chancellor's List—Fall 2010, Spring 2011

UNCW Dean's List—Fall 2009, Spring 2010

Relevant Experience

Emerson College—Research Assistant, March 2017-Present

- Assist in copyediting department site content; Build pages and assets in Drupal; Manage department's Social Media; Consolidate student, faculty, and alumni news and announcements.

—WLP Office Assistant, September 2016-Present

- Answer and transfer calls; Distribute mail; Create, print, and distribute documents; Assist students, professors, and department visitors.

The Outer Banks Voice—Freelance Writer, September 2015-Present

- *Fetch and Rescue* animal rescue series, *Planetary Waves* exhibit profile, *Joachim's Magic* review; Format articles for publication; Contact individuals for interviews and information; Copyedit articles.

Crabbie's Bar and Grill—Server, August 2014-April 2016

- Managed restaurant's social media.

National Literacy Trust—Schools Intern, September-December 2012

- **Administrative:** Input data of new members in the Network; Handled various inquiries from Network members;
- **Research:** Researched potential contacts to invite to the Network; Contacted publishing companies for rights to use various children's book excerpts (Premier League Reading Stars);
- **Publishing:** Edited, formatted, and distributed online weekly newsletter (The Network); Edited video footage of poetry tips (Write On poetry competition); Summarized news articles for publication on NLT website; Developed reading review questions for online book quizzes (Premier League Reading Stars);
- **Graphic Design:** Created graphics for various literary program publications (WWE's Road to Wrestlemania, Reading as a Rainbow, Write On poetry competition).

Skills

Microsoft Office Suite
Typing—77 WPM
Copyediting
Transcription
WordPress

Basic HTML and CSS
Adobe InDesign CC 2015
Adobe Photoshop Elements 9
Adobe Premiere Elements 9
Audacity Audio Editor

ThankQ Database Program
Elementary German
Drupal
CreateSend eCampaign Platform

Other Experience

Non Finito Spaghetti—Blog Project, 2013-Present

Lizzie McGuire Reviewed—Editor, January 2016-February 2017

Boston Book Festival—Children's Library Volunteer, October 2016

Dear Uber Rider—Editor, September 2015-2016