

Jerrika L. Waller

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Education

Emerson College

—Master of Arts in Publishing and Writing, August 2018

University of North Carolina at Chapel Hill

—Bachelors of Arts in English and Comparative Literature, December 2013

Relevant Experience

Harvard Alumni Association—Editorial Assistant, October 2017–Present

- Convert handwritten notes into digital format; input alumni data in Reunion Technologies; copyedit reports; fact-checking; meet Reunion Report deadlines; other general publishing office duties.

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; create and send email event announcements and biannual department newsletter; manage #WeeklyLittlePieces writing contest.

—Graduate Student Copyeditor, October 2017–Present

- NEASC Report; Promotion and Tenure Guidelines; NEASC Degree Proposal.

—WLP Office Assistant, September 2016–Present

- Answer and transfer calls; distribute mail; create, print, and distribute documents; assist students, professors, and department visitors; distribute event flyers throughout campus.

The Outer Banks Voice—Freelance Copyeditor, September 2016–Present

—Freelance contributor, September 2015–April 2016

- [Fetch and Rescue](#) animal rescue series; [Planetary Waves](#) exhibit profile; [Joachim's Magic](#) review; [Tom Sawyer](#) review.

National Literacy Trust—Schools Intern, September–December 2012

- Input data of new members in the Network; handled various inquiries from Network members; researched potential contacts to invite to the Network; contacted publishing companies for rights to use various children's book excerpts (Premier League Reading Stars); 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); 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

Proofreading

Transcription

WordPress

Intermediate HTML and CSS

Adobe InDesign CC

Adobe Photoshop CC

Adobe Premiere Elements 9

Audacity Audio Editor

Elementary German

Drupal

ConstantContact eCampaign Platform

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

Other Experience

National Braille Press—Various volunteer positions, August 2017–Present

Non Finito Spaghetti—Blog Project, 2013–Present

Boston Book Festival—Children's Library Volunteer, October 2016; Room Captain, October 2017

Lizzie McGuire Reviewed—Editor, January 2016–February 2017

Dear Uber Rider—Editor, September 2015–2016