**Jessica Glass**

**Phone Number: 972-358-6079**

**jessglass@yahoo.com**

**Education:**

**University of Texas at Arlington: Completing Bachelor’s Degree in English and writing minor**

* GPA: 3.60
* Taking classes in technical communication, multimedia authoring, rhetoric, and advanced writing classes
* Advanced in Microsoft Word and intermediate in blogging platforms, Adobe InDesign, and epubs

**Skills and Experience:**

**Established Writer/The Writer’s Coffee Shop Publishing House**

* Currently under a five-year publishing contract for The Writer’s Coffee Shop Co. with a short story published in 2014
* Engaging in writing, editing, and revising text
* Maintaining and working within deadlines
* Collaborating with copyeditors and art directors about ebook design and format

**Contributing Editor/Technical Writing for Prepared Foods Magazine**

* Summarized food science technical presentation for publication in food industry magazine
* Wrote copy and formatted charts with other editors

**Internship at Beverly Arts Centers/Member of Teen Advisory Board**

* Monitored, scrutinized, and created teen programing and classes
* Created and supervised the organization of flyers, booths, supplies, costumes, jobs, and ticket distribution for events
* Expanded advertisement and goals of teen programing at the art center.
* Canvased locations for advertisement and created literature

**Assistant Director/Manager for Beverly Theatre Guild-Chicago/Assistant/Stage Manager**

* Communicated schedule changes, announcements and production goals with cast and crew
* Managed the stage crew and queued entrances and exits during performances
* Created script notation, blocking, and direction
* Ran rehearsals
* Co-ordinated with lighting/sound crew
* Organized prop acquisition, budgeting and management

**Waitressing/Hostess Skills/Romano’s Macaroni Grill and Firehouse Subs/Shift Lead**

* Constructed communication skills and developed a persona in customer service
* Built a personal and comfortable relationship with customers
* Presented customers restaurant promotions and specials
* Acquired accounting and inventory skills, handled money, and altered receipts and orders
* Managed crew and was responsible for posting schedules
* Completed food handler and alcohol server’s license
* Conducted and constructed take-out orders over the phone

**Recorded Vocalist/Opera singer**

* Received years of operatic training and performed evenings at Romano’s for customers
* Provided music and entertainment at dinner parties and weddings
* Taught vocal lessons to secondary students
* Recorded and featured on local podcasts in the Dallas/Fort Worth area

**Chicago Childrens’ Choir/Chorus Member and Soloist**

* Performed in Lyric Opera’s entire run of *Turandot*
* Participated in choir concert festivities and parades around Chicago, and toured in Orlando Florida
* Required skills in sight reading, harmonizing, and blending

**Interests:**

* Fiction writing on mermaids and other fairytales
* Researching the life and works of Charlotte Brontë and Emily Dickinson
* Hiking, camping, and kayaking
* Performing vocals for local bands and events
* Animal rescue