

Emma Jones

Profile

- Experience in writing, editing, and managing teams
- Hardworking, creative, and excellent communication and organizational skills
- Fluent in Spanish

Education

Hanover College, Hanover, IN; Expected graduation: May 2019

- Bachelor of Arts in English, Spanish
- Business Scholar
- Cumulative GPA: 3.92
- Semifinalist, Fulbright U.S. Student Program, 2019
- Indianapolis Press Club Keating Writing Contest finalist, 2018
- Aubra Jade Hiland Creative Writing Award, 2018
- John Livingston Lowes Research Award, 2018

Universidad Andrés Bello, Región Metropolitana, Santiago, Chile, Fall 2017

Professional Experience

Lead Tutor, Hanover College Learning Center: 2018-Present; **Spanish/Generalist Tutor**, 2016-Present

- Manage on-going tutor training: facilitate sessions such as “The Dos and Don’ts of Open Hours”
- Critique students’ papers on a walk-in basis and orally communicate possible improvements to them
- Explain concepts of English grammar and composition to Italian, Spanish, and Japanese international students: adjust methods to each student’s personal understanding of language
- Lead Spanish study groups and advise individuals on how to tailor their studying to suit their needs: students’ exam scores have shown marked improvement
- Met with one student biweekly to improve his English grade: student maintained his full-tuition scholarship

Creative/Public Relations Intern, Kurt Vonnegut Memorial Library: 2017-2018 (summers)

- Created language for webpage for organization’s fall and winter Kickstarter fundraiser
- Wrote and researched over 20 blog posts discussing Vonnegut’s writing and the museum’s programs
- Gave 30-minute tours of the museum

Marketing and English Teaching Intern, Tronwell Language Institute, Santiago, Chile: Fall 2017

- Researched and compiled lists of possible advertising sites, such as schools and community centers
- Conversated with students learning English and explained concepts of English grammar to them

Campus Involvement

Editor, *Kennings Magazine*: 2018-Present, 2016-2017; **Contributor**, 2015-2016

- Lead staff discussions of student-submitted poetry, prose, and artwork
- Wrote and submitted poetry anonymously: all five poems accepted by unanimous vote
- Communicate with every student artist after reviewing their work, explaining feedback and suggestions
- Organized a campus writing party to celebrate National Novel Writing Month this November

Managing Editor, *The Triangle* Newspaper: 2018-Present; **Public Relations**, 2016-2018; **Reporter**, 2015-Present

- Edit student articles regularly for grammar and content
- Have contributed 20+ stories including book reviews, coverage of campus events, and feature pieces
- Advertised articles on Facebook, Twitter, and Instagram: increased followers by 20% in eight months
- Attended a journalism conference at *The New York Times* headquarters this April

Junior Class Representative, Business Scholars Program (BSP) Advisory Board: 2017-Present

- Plan events to further the business education of BSP members
- Created, planned, and hosted “Multiculturalism in the Workplace” workshop in March 2018

Event Staff, Hanover College Geek-a-Thon, 2015-Present

- Run panels on subjects from serial killers to classic literature to murder mysteries
- Create annual contests for the event sponsored by the literary magazine: examples are “One-Sentence Horror Stories” and “Medieval Mad Libs”

Scholarship Chair, Alpha Delta Pi Sorority, 2018

- Met with members on academic probation twice per semester in order to help them improve their grades
- Organized motivational scholarship events, including the Scholarship Auction, ADPi Honors the Arts, and faculty dinners at the sorority house