

# Jasmine Hankey

## Contact

### Email

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### Website

[www.JasmineLHankey.com](http://www.JasmineLHankey.com)

## Certifications

### Project Management, 2018

Extended Studies, UNR

### Adobe CC Design, 2017

Extended Studies, UNR

### Gender, Race & Identity 2016

GRI Program, UNR

## Skills

- Editing and Proofreading
- Project Management
- Accessible Document Design
- Style Guide Formatting (AMA, APA, MLA, etc.)
- Research
- Fact Checking
- Document Change Control
- 75 WPM Typing Speed

## Software

- Microsoft Suite
- Adobe Design
- Google Suite
- Adobe Acrobat
- Mendeley Citation
- Social Media Platforms
- Content Management Systems
- Talent LMS

## Professional Summary

Quick-learning and adaptable copy editor with diverse administrative and managerial skillsets. Oversees complex projects from granular language level to holistic project oversight. Consistently meets deadlines and creatively solves problems to produce high-quality products on time and within budget constraints.

## Education

**M.A. English, with Gender, Race, and Identity Certificate** 2016

University of Nevada, Reno, 2016

**B.A. Professional Writing, *Summa Cum Laude*** 2014

University of Idaho, 2014

## Relevant Professional Experience

**Lead Editor** 2016-Present

**OB-STATS Medical Editing, Inc.** Reno, NV

- Creates, adapts, edits, and formats documents before publication
- Manages design, development, publication, and marketing of online medical courses
- Ensures accessibility of documents in compliance with Section 508/ADA standards
- Supervises and approves work of proofreading and video editing contractors
- Maintains online CMS system and cloud storage for public and private digital assets
- Edited articles published in: *J Women's Health, Am J Obstet & Gynec, Surg Technol Int, J Minim Invasive Gynecol* (NLM abbreviations)

**Office Manager** 2016-Present

**UNR Gender, Race & Identity Program** Reno, NV

- Serves on College of Liberal Arts Dean's Advisory Diversity Committee
- Assesses department needs and writes policies and training guides accordingly
- Processes and tracks all fiscal and human resources departmental functions

**Core Writing Instructor** 2014-2016

**University of Nevada, Reno** Reno, NV

- Developed and taught writing curriculum targeted to class needs and skill levels
- Engaged students to improve their critical thinking and writing proficiency

**Academic Editing Press Intern** 2013

**Washington State University** Pullman, WA

- Proofread OCR documents for sentence-level errors with sustained attention to detail
- Applied in-house style guidelines to maintain consistency of document branding

**Writing Center Tutor** 2012-2014

**University of Idaho** Moscow, ID

- Adapted tutoring approach to specific student writing needs
- Sensitively worked with diverse group of students from many backgrounds

## Volunteer Experience

**California Tahoe Conservancy** 2018-Present

- Develops and teaches writing curriculum to support staff writing projects
- Develops and edits documents to streamline Conservancy internal functions

**Nevada Museum of Art** 2018-Present

- Assists in research, development, and writing of grant applications

**English-as-a-Second Language Program, Northern Nevada** 2016-2017

- Tutored second language students to help improve confidence and proficiency