



j g f a i r y t a l e s

CONTACT

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www.jennifergioia.com

SOCIAL MEDIA

Facebook: /jennyg925
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PROFESSIONAL RELATED SKILLS

- Broad experience in project management, strategic technical and creative writing, proofreading, and copy editing, in consumer, corporate and non-profit industries
 - Excellent project management and time management skills
 - Excellent verbal and written communication skills
 - Proficient with Microsoft Office and Google Drive
 - Proficient with Windows and OSX
 - Knowledgeable in MLA, AP, AMA, APA, and Chicago writing styles
 - 82 WPM typing average
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PROFESSIONAL RELATED EXPERIENCE

jgfairtales Freelance Services
Proprietor, Editorial Freelancer

July 2016 – Present

- Work with self-publishing and emerging authors and Wattpad writers from around the globe
- Manage a handful of clients at a time, in a variety of fictional genres with completed or in-progress manuscripts as large as 200,000 words
- Professional Work: charge a flat hourly rate to critique, extensively edit and copy edit and proofread completed fiction manuscripts one phase away from publication
- Pro Bono Work: critique, extensively edit and copy edit, and proofread completed fiction manuscripts for emerging authors through Wattpad.com
- Currently worked with over 30 emerging authors with a total of almost 5 million online reads on Wattpad.com
- Professionally Published Client: “Prosper (War Shadows)” by H.J. Peterson

Lake City Books
Freelance PR & Social Media Consultant

January 2016 – April 2016

- Created action plan to produce client’s desired increase in social media following
- Coordinated social media posts and proposed potential promotional and fundraising events
- Assisted in maximizing profits, focusing on merchandising orders and displays
- Wrote up a formal consulting contract and kept a log of hours
- This was a short-term, contracted project

Saranac Review

January 2012 – May 2015

Editorial Assistant Supervisor & Administrative Assistant

- Supervised between three and nine editorial assistants, also known as student interns, each semester including managing interns' social media and blog posts; supervised a total of 40 interns
 - Assisted in planning and managing annual launch events
 - Rebranded sponsorship kit and increased sponsorship numbers
 - Assisted in the evolution of a new brand image, a new website and to only accepting manuscripts online via Submittable.com
 - Managed and distributed manuscripts to the correct editors using Submittable.com, created the index for journals, contacted all accepted submitters and assisted in formatting the journal
 - Created and maintained positive relationships with other literary magazines for advertising exchanges
 - Reviewed and interviewed potential employees and interns; was responsible for training new employees and interns
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HONORS AND AWARDS**The State University of New York College at Plattsburgh**

May 2015

Distinguished Service Award

- In recognition of exemplary dedication to the English department and to the Saranac Review.
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PROFESSIONAL MEMBERSHIP**Editorial Freelancers Association**

April 2017 – Present

Association of Independent Publishing Professionals

June 2017 – Present

EDUCATION**Kent State University**

January 2017 – December 2018

*Master of Arts (M.A.), Public Relations***The State University of New York College at Plattsburgh**

August 2011 – December 2015

Bachelor of Arts (B.A.), Public Relations

- Minors in English and Journalism