



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

## CONTACT

**Jennifer L. Gioia**, Owner  
Raleigh, NC, USA  
www.jgfairytalesservices.com  
www.jennifergioia.com

## SOCIAL MEDIA

**Facebook:** /jennyg925  
**Twitter:** @jgfairytale  
**LinkedIn:** /jenniferlgioia

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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

- Deliver extensive developmental editing, copy editing, critiquing and proofreading services of fiction, nonfiction, and poetry manuscripts for emerging and self-publishing authors from around the world
- Worked with more than 30 emerging authors
- Professionally Published Client: “Prosper (War Shadows)” by H.J. Peterson (2018)
- Professionally Published Client: “The Pretty Place” by Laura Leslie (2020)

**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**  
*Editorial Assistant Supervisor & Administrative Assistant*

January 2012 – May 2015

- 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**  
*Distinguished Service Award*

May 2015

- 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**

2017 – 2019

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## EDUCATION

**Kent State University**  
*Master of Arts (M.A.), Public Relations*

January 2017 – December 2018

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

August 2011 – December 2015

- Minors in English and Journalism