

Jennifer Chastka

Editorial professional with experience in book and magazine publishing, content development, and cross-departmental project management.

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SKILLS

Editing

AP Style Guide
CMS Style Guide
Text Editing
Proofreading
Beta Reading

Writing

Articles
Blogs
Newsletters
Book Reviews
Social Media Posts

Software

Microsoft Suite
Google Workspace
Canva
Asana
Notion

Administration

Scheduling
Project Management
Communication
Multitasking

EXPERIENCE

Bookstr, Content Creator/Writer June 2025 - Present

- Collaborated with authors, publishers, and influencers on social media.
- Creating, scheduling, and publishing engaging content across Instagram, BlueSky, and Threads.
- Successfully reached 90k+ followers on Instagram.
- Monitoring social media channels, responding to comments and messages, and fostering positive interaction with followers.
- Staying informed about the latest social media trends, hashtags, and best practices.

Retractable Technologies, Inc., Writer/Editor Feb. 2024 - April 2025

- Managed scheduling for acquisitions executives.
- Develop and edit engaging content for Nurse Point, the company's first quarterly magazine series, website copy, email campaigns, and social media posts.
- Created the company's first social media account for Instagram to connect with people whose interests aligned with the company's values and mission.
- Evaluate and judge submissions for the company's first essay contest.

ASCENDtials, Volunteer Copywriter August 2023 - February 2024

- Writing clear, compelling copy for various mediums (e.g., ads, blog posts, newsletters).
- Working with creative professionals to build marketing projects and campaigns.

Publishing Concepts, Inc., Editor April 2019 - January 2024

- Edited manuscripts across multiple stages of book production.
- Won an award for "Pursuing Excellence Purposefully" for finishing the most projects in 2020.

EDUCATION

University of North Texas, Denton, TX— BA English 2016 - 2018 **Writer's Digest University— Cert., Copy Editing** January 2023 - March 2023

Elvtr— Cert., Publishing April 2025 - May 2025

