

Jennifer Chastka

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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

Administration

Fact-checking
Project Management
Time Management
Communication
Multitasking

EXPERIENCE

Retractable Technologies, Inc., Little Elm, TX— *Writer/Editor* Feb. 2024 - April 2025

- 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 interest aligned with the company's values and mission.
- Increased website traffic by driving more readers to the company site.
- Evaluate and judge submissions for the company's first essay contest.
- Collaborate cross-functionally with multiple departments to ensure cohesive and impactful content.

ASCENDtials, Remote— *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., Remote— *Editor* April 2019 - January 2024

- Edit content based on the AP Stylebook and other style guides while following detailed steps to provide clients with stellar work.
- Research any topic relating to new publications to adapt to new projects.
- Won an award for "Pursuing Excellence Purposefully" for finishing the most projects in 2020.

The Dentonite, Denton, TX— *Editorial Intern* February 2019 - May 2019

- Researched upcoming events, pitched ideas to editors, and arranged interviews for local events and businesses in Denton.
- Created consistent content that aligned with the company's goals.
- Raised awareness of current events, local businesses, and new talent through my articles.

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

