

# Jeremy Ottley

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## EDUCATION

### EMERSON COLLEGE

#### B.F.A. FICTION WRITING

Grad. May 2011 | Boston, MA

Studied story structure, character development, and building my skills as a 'full-toolkit' editor.

#### B.S. ENGLISH - WRITING

Aug. 2007 - May 2008 | Chattanooga, TN

Studied professional writing, and storytelling.

### THE FRIENDS SCHOOL

Grad. June 2007 | Baltimore, MD

## SKILLS

- Editing
- Writing
- Adobe Acrobat
- Adobe Indesign
- Adobe Photoshop
- L<sup>A</sup>T<sub>E</sub>X
- HTML
- CSS
- Shell
- Ruby

## EXPERIENCE

### TOWSON UNIVERSITY | CUSTOM PUBLISHING COORDINATOR

Towson University April. 2014 - PRESENT

- Marketed and operated an Espresso Book Machine (EBM), a device for digitally producing paperback books.
- Coordinated with other members of the textbook team to complete book orders for thousands of students, with a rigorous turn-around time. Also attended literary festivals and networking events around the state of Maryland to promote the Towson University Press publishing program.
- Tasked with administering the Digital Direct Access program. Managed all communications between vendors, professors, and students to ensure that each student was able to access and use their digital course materials through the Blackboard LMS.

### FEDERAL DOCUMENTS CLEARING HOUSE | CoPy

#### EDITOR/TRANSCRIBER

January 2012 - April 2014 | Lanham, MD

- Responsible for production, review, and newswire publication of verbatim transcripts of breaking news, congressional hearings, think tank meetings, financial market regulatory news, and the daily briefings by the White House under rigorous and competitive deadlines.
- Many contracts required moving between different formats, styles and branding voices to adhere to the standards of each company and/or business.

## VOLUNTEER WORK

### NEW ENGLAND CENTER FOR HOMELESS VETERANS | BOSTON, MA

2009

Biography project - interviewer #1

Worked on preserving the history of veterans through audiotape, presenting the varied images and stories of our nations soldiers, and illuminating the problems they still face today after their term of service.

### PUBLIC RELATIONS ASSISTANT | BALTIMORE, MD

2007

Assistant to local musician and vocal artist Shodekeh, including promotional work for concerts featuring both local and national artists.

### ESL TEACHER | THE HISPANIC APOSTOLATE - BALTIMORE, MD

Summer 2003

Taught practical English to Spanish speaking immigrants from a range of ages for the purpose of succeeding in school and/or a work environment. Managed a class of up to 8 students with a partner.

## PROGRAM COMMITTEES

### COMMUNICATION COMMITTEE | COMMITTEE LEAD

2015 - Present

### POLICIES AND PROCEDURES COMMITTEE | COMMITTEE LEAD

2015 -- Present