

# Jeremy M. Ottley

CUSTOM PUBLISHING COORDINATOR · BOOK PRINTING

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*"We are here and it is now: further than that, all human knowledge is moonshine"*  
- H.L. Mencken

## Education

### Emerson College

B.F.A. FICTION WRITING

*Boston, M.A.*

*Aug. 2008 - May 2011*

- I spent my time learning story structure, character development, and building my skills as a 'full-toolkit' editor.

### Southern Adventist University

B.S. ENGLISH - WRITING

*Chattanooga, T.N.*

*Aug. 2007 - May 2008*

- I studied professional writing, and storytelling.

### Friends School of Baltimore

HIGH SCHOOL DIPLOMA

*Baltimore, M.D.*

*Aug. 2008 - May 2011*

- I majored in English studies, and minored in photography.

## Experience

### Towson University

CUSTOM PUBLISHING COORDINATOR

*Towson, M.D.*

*April. 2014 - PRESENT*

- I was required to market and operate an Espresso Book Machine (EBM), a device for digitally producing paperback books.
- Using the EBM, I produced course materials (custom course packets for professors) in conjunction with a copyright associate, and the text book manager for students.
- I coordinated with other members of the textbook team to complete book orders for thousands of students, with a rigorous turn-around time. Further, for marketing opportunities for our custom publishing service, I attended literary festivals and networking events around the state of Maryland to promote the Towson University Press publishing program.
- At times, I was tasked with assisting the textbook manager with ordering as each semester began.
- Due to my various duties, I have some experience with Adobe Acrobat, Adobe Indesign and Adobe Photoshop.

### Federal Document Clearing House: Congressional Quarterly

COPY-EDITOR & TRANSCRIPTIONIST

*Lanham, M.D.*

*Jan. 2012 - April 2014*

- I prepared business and political documents under rigorous and competitive deadlines for institutions in and outside of government, like White House Records and MSNBC.
- I was responsible for production, review, and newswire publication of verbatim transcripts of breaking news, congressional hearings, think tank meetings, financial market regulatory news, the daily briefings by the White House and U.S. Department of State and public affairs of the U.S Department of Defense.
- At times I was required to work with a small team to complete same day rush projects for CQ Roll Call Magazine, Bloomberg News, Thomson Reuters, Council on Foreign Relations various network news companies such as InterCall, C-SPAN. During my first year at FDCH we also acquired a contract with the D.O.D. Many times these contracts required moving between different typing formats and styles to adhere to the standards of each company and/or business.
- Ultimately, my job was to maintain the particular branding voice and style of each client in the finished product.
- I am familiar with MLA and AP formatting, having to switch between those regularly, including other custom formats.

### Friends Summer Camp

ASSISTANT TO DIRECTOR OF CAMP

*Baltimore, M.D.*

*Summer 2007*

- I engaged in customer service activities, such as face to face meetings with the parents of campers, and various administrative duties in an office setting. I maintained the medical records on campus as well.

## Volunteer Work

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### New England Center for Homeless Veterans

*Boston, M.A.*

*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.

### Baltimore Local Music

*Baltimore, M.D.*

PUBLIC RELATIONS ASSISTANT

*2007*

- Assistant to musician and vocal artist Shodekeh, including promotional work for national artists such as KRS-One, and local music acts.

### Emmanuel Brinklow Church

*Olney, M.D.*

TREASURY ASSISTANT

*2003 - 2007*

- My weekly task was to count and accurately record the tithe taken by the church.

### The Hispanic Apostolate

*Baltimore, M.D.*

ESL TEACHER

*Summer 2003*

- I taught practical English to Spanish speaking immigrants from a range of ages for the purpose of succeeding in school and/or a work environment.. I had to manage a class of up to 8 students with a partner. I had to determine what English words and phrases each individual needed for advancement in their careers, and aided them in using these new terms accurately in a work setting.

## Program Committees

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2015– **Committee Lead**, Policies and Procedures Committee

*Towson UStore*

2015– **Committee Lead**, Communication Committee

*Towson UStore*