

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

Boston, M.A.

B.F.A. FICTION WRITING

Aug. 2008 - May 2011

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

Southern Adventist University

Chattanooga, T.N.

B.S. ENGLISH - WRITING

Aug. 2007 - May 2008

- Studied professional writing, and storytelling.

Friends School of Baltimore

Baltimore, M.D.

HIGH SCHOOL DIPLOMA

Aug. 2003 - June 2007

- Majored in English studies, and minored in photography.

Experience

Towson University

Towson, M.D.

CUSTOM PUBLISHING COORDINATOR

April. 2014 - PRESENT

- Marketed and operated an Espresso Book Machine (EBM), a device for digitally producing paperback books..
- Produced course materials (custom course packets for professors) in conjunction with a copyright associate, and the text book manager for students.
- 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.
- Granted further responsibility to fill a need in the Course Materials Office.
- 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.
- Some experience with Adobe Acrobat, Adobe Indesign and Adobe Photoshop.

I also have some experience with \LaTeX

Federal Document Clearing House: Congressional Quarterly

Lanham, M.D.

COPY-EDITOR & TRANSCRIPTIONIST

Jan. 2012 - April 2014

- Prepared business and political documents under rigorous and competitive deadlines for institutions in and outside of government, like White House Records and MSNBC.
- 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.
- 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. Moved between different typing formats and styles to adhere to the standards of each company and/or business.
- Familiar with MLA and AP formatting, having to switch between those regularly, including other custom formats.

Volunteer Work

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

- Count and accurately record the tithe taken by the church.

The Hispanic Apostolate

Baltimore, M.D.

ESL TEACHER

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

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

Towson UStore

2015– **Committee Lead**, Communication Committee

Towson UStore