

Jaci Harris

jacischneider@gmail.com • 3920 Yarborough Avenue, Austin, Texas 78744 • (512) 704-2593

Education

University of Texas at Austin

Master of Science in Information Science, August 2012, GPA 3.9

Abilene Christian University

Bachelor of Science in Journalism and Mass Communication, minor in English, May 2006, GPA: 4.0

Experience

Sheshunoff Information Services

Desktop Publisher of banking compliance and legal manuals

- Perform final proofs of banking regulation books; format updates for Web use
- Complete publishing tasks using Adobe and Microsoft software

Nov. '10 – present

Austin, TX

David C Cook

Project Manager and Contractor

- Managed 3-month prepress process for 30-40 books per year, meeting deadlines and ensuring high quality
- Copyedited books, workbooks, and DVDs, liaised with authors, editors, agents
- Evaluated and improved editorial processes and schedules as needed
- Hired and managed freelance proofreaders and ensured payments for each project
- Proofread and copyedit manuscripts on a freelance basis

June '07 – present

Colorado Springs, CO

Health Networking Project, Ministry of Health,

Project Administrator

- Created processes and ensured standards for major government project to build connected health network
- Planned meetings and events with international team members and local telecommunication stakeholders
- Facilitated communication between Cisco team members and government employees
- Created glossary of technical terms; drafted 60-page closure report for completion of project
- Used Visio to complete team members' project and presentations

Aug. '06 – Dec. '06

Wellington, NZ

ACU Journalism Department

Writing Lab Instructor and Design Lab Instructor

- Taught basic design principles to 14 students; taught basic news writing to 22 students

Aug. '05 – June '06

Abilene, TX

The Optimist Newspaper

Chief Copy Editor, Opinion Editor, Reporter

- Wrote two news stories weekly; wrote features, opinion pieces monthly

Aug. '04 – May '06

Abilene, TX

The Mail Tribune Newspaper

Reporter

- Researched and interviewed subjects; wrote articles in all newspaper sections

June – Aug. '04

Medford, OR

Project and Community Service

- **Market researcher (spring 2010)** for local wind-energy company; researched international wind energy usage, airspace regulations, and weather patterns. Delivered an annotated PowerPoint presentation and master spreadsheet with all data and sources and a “next steps” report.
- **Reference intern (fall 2010 – present)** at the Austin Public Library, central branch; answer reference inquiries, provide customer service, assist patrons.
- **Reference volunteer (spring 2010)** for the Internet Public Library; answered queries from international users about various topics via an online library system