

Jen Baker

New Albany, OH - Email me on Indeed: [indeed.com/r/Jen-Baker/336f1e2ee1562636](https://www.indeed.com/r/Jen-Baker/336f1e2ee1562636)

Experienced Project Manager and Copyeditor with a demonstrated history of working in the computer software industry. Strong media and communication professional skilled in Customer Service, Public Speaking, Technical Writing, Decision-Making, the Arts, and Adobe Creative Suite.

Authorized to work in the US for any employer

WORK EXPERIENCE

Project Manager

Workflow - Delaware, OH - 2012 to Present

Interpreted images within the topics of mathematics, science, history, economics, art history, and primary and secondary education, and generated descriptions for the educational inclusion of the visually impaired

Project Manager (vendor Pearson Education Systems)

- ❖ Collaborated with Pearson Education Systems Project Managers to innovate, restore, and publish instructors' and other materials for higher education textbooks with a focus in Nursing, World Languages, Art, History, Secondary

Education, Social Sciences, Hard Sciences, and Coding

- ❖ Managed a high volume of information for platforms including eText, ePub, Microsoft Office Suite, Smart Pearson

Player video and audio, FTP clients, Revel, Habitat, Closer Look, PDF, XML, HTML, and Google Drive

- ❖ Problem-solved utilizing best judgment from industry expertise in a fast-paced, high-pressure environment

Copy Editor

- ❖ Critically interpreted and wrote summary presentations on full-length higher education textbooks

- ❖ Proofread accurately across diverse and challenging subject matter to meet industry standards and specifications

Media Production

- ❖ Created, edited, and formatted Microsoft Office presentations, databases, visual elements, and HTML code

Instructor

Dance - Gahanna, OH - 2011 to 2015

Led progressive group lessons and parties for students of all ages and experience levels in social ballroom dance

- ❖ Tailored couples' and children's classes for individualized growth and successful collaborative performances

- ❖ Envisioned, choreographed, and executed performance routines that showcased student abilities

Librarian

Kenyon - Gambier, OH - 2008 to 2011

Assistant, Wiggins

Classroom - Gambier, OH - 2007 to 2011

EDUCATION

Bachelor's in Art/Music

Kenyon College

August 2007 to May 2011

SKILLS

HTML (2 years), Illustrator (Less than 1 year), InDesign (Less than 1 year), Photoshop (Less than 1 year), Proofreading (5 years), Copyediting (5 years), Composing alt text (1 year)

ADDITIONAL INFORMATION

Instructional Leadership: developing presentations and speaking publicly to raise awareness about specialized topics

Volunteer Presenter for Uplift with Tekko/Pittsburgh JCS (2017)

Founder, Writer, and Presenter for Cosplayer Survivor Support Network [...]

Journeyman Costume/Prop Maker, Wig Stylist, and Amateur Model [...]