

JENNIFER FOSSENBELL

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EDITOR & WRITER

I am an editor and writer with over 10 years of combined experience in online news media, literary magazine publishing, e-learning, higher education, and the nonprofit sector. Through broad professional and academic experiences, I've gained the fluidity to be highly adaptable to diverse workspaces and disciplines. Across both digital and print platforms, I can curate, produce, and polish consistently high-quality content that suits the

stylistic and formal demands of a range of fields, purposes, and audiences. I also have experience as managing editor of small publications and coordinator of community projects and events. I thrive in collaborative settings, as well as in dynamic positions with multiple roles. I excel equally in divergent thinking and adherence to norms, and work with meticulous attention to detail while always looking to the larger mission.

SKILLS PROFILE

CORE SKILLS

- ♦ Interpersonal communication
- ♦ Grammar & usage ♦ Global English
- ♦ Design & layout ♦ Coordination of small teams ♦ Time & asset management

SUBFIELDS & GENRES

- ♦ Literary publishing ♦ News editing & reporting ♦ Magazine & blog articles
- ♦ Social media writing ♦ Reports
- ♦ Research ♦ Curriculum & assessment
- ♦ QA review ♦ International publishing

STYLE CONVENTIONS

- ♦ AP ♦ MLA ♦ APA ♦ Chicago

TOPICS of INTEREST

- Arts & Lit ♦ World cultures & language
- ♦ Lifestyle ♦ Environment & nature ♦ Tech

TECHNOLOGY

Advanced

- ♦ MS Word ♦ Excel
- ♦ Google G Suite
- ♦ Prezi ♦ Moodle

Intermediate

- ♦ Adobe InDesign ♦ Photoshop
- ♦ WordPress ♦ Squarespace
- ♦ Toggel ♦ Trello ♦ Asana ♦ Quip
- ♦ Visio ♦ Canva

Beginner

- ♦ HTML5 ♦ CSS3
- ♦ Adobe Premier
- ♦ SharePoint
- ♦ SEO ♦ Web analytics

PROFESSIONAL EXPERIENCE

Copy Editor

China Internet Information Center (china.org.cn)

Mar. 2018 – Jun. 2019

- Substantially edited and polished articles and video transcripts for a large online news service with over 1 million readers worldwide
- Ensured adherence to AP style with specific local conventions suited to international readership
- Areas covered: World, Nation, Business, Arts, Special Features
- Wrote and edited web copy for affiliate sites appealing to international visitors to China
- Preserved voice and intent of opinion pieces while improving structure, flow and rhetorical impact
- Developed and executed original reporting ideas and interviews on current events in Beijing
- Contributed to project planning, team projects, story selection and editorial decisions

Freelance Editor

2010 – Present

ARTranslate

- Substantially edit and polish translated texts for the international art industry: gallery exhibitions, catalogues, full-length art books, and gallery websites for various clients across China

Poetry in translation

- Co-translated and edited two collections of poetry by contemporary Vietnamese poets; published in Vietnam and the U.S.

SNV Vietnam (NGO)

- Edited 70+ page stakeholder reports and brochures/PR materials, including charts and layout

Freelance Writer

2009 – Present

Literary publications / Blogs / Interviews (various)

- Conduct and publish interviews with writers, book reviews, blog posts about creative writing, etc.

The Word and Vietnam Discovery (print magazines)

- Pitched, researched, and wrote original cultural features and interviews about cultural events, the arts, human interest stories, and expat life in Hanoi

Managing Editor & Creative Director (Part-time)

InkBeat Youth Journal

2017 – 2018

- Co-founded a new youth arts org. through drafting our mission and building brand identity to establishing a distribution network and promoting contributions and support in the community
- Coordinated creation and maintenance of website following SEO best practices
- Managed submission process, selection of content, and layout/design for first three issues; supervised editorial staff and student interns; managed publication calendar

Content Editor | Test Writer | QA Reviewer (Contractor)

SOPHIA Learning, LLC – Remote

2014 – 2017

- Edited instructional tutorials and assessments for online courses in English Composition and Information Technology; evaluated content with criteria matrix
- Served as a Subject Matter Expert (SME) consultant in the development of English Composition course curriculum
- Wrote and reviewed assessment items to meet benchmarks for composition courses

University Writing Instructor

2013 – 2016

University of Minnesota, Writing Studies & English Departments

- Taught courses in composition, argumentative writing, and creative writing
- Developed hundreds of pages of course materials, assignments, rubrics, and slides
- Managed online content and class forums on Moodle platform
- Coached students one-on-one to improve targeted rhetorical and research skills

Managing Editor (Graduate Student)

Dislocate Literary Magazine – University of Minnesota

2011 – 2013

- Directed planning, submissions, selection, editing, layout, design and printing process for graduate student-run literary magazine

EDUCATION

Master of Fine Arts (M.F.A.), Creative Writing – University of Minnesota

2014

Bachelor of Arts (B.A.), Secondary English Education – Colorado State University

2004