

Jason Dingman

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ENGLISH

SUMMARY OF QUALIFICATIONS

- Demonstrate ability to operate the following programs: Microsoft Office, Macromedia Fireworks and Dreamweaver and Adobe Illustrator and Photoshop
- Extensive knowledge on the major authors, literary texts, and the historical, intellectual and philosophical backgrounds of the traditional historical periods of English and American literature
- Experience analyzing and criticizing literary texts according to historical and formal information
- Comfortable facilitating formal instruction and/or presenting through various forms of media

EDUCATION

Bachelor of Arts in English: Literature and Writing

Spring 2012

Emphasis in Creative Writing

CSU Channel Islands, Camarillo, CA

PROFESSIONAL EXPERIENCE

Editorial Intern

Sage Publications Inc., Camarillo, CA

Aug. 2008-Present

- Contributed to the day to day workings of publisher activities in editing, design, sales, and marketing
- Conducted research for guidebooks and regional publications
- Read and evaluated unsolicited manuscripts for the assistant editor
- Proofread editorials and supported the production staff with clerical duties
- Served as a liaison with local and regional bookstores
- Assisted with answering queries from booksellers throughout the U.S. and Canada

Chief Editor of Staff

CI View Newspaper, CSU Channel Islands, Camarillo, CA

Sept. 2008-Present

- Evaluated 200 short fiction submissions by CI students, faculty and staff for our annual publication
- Participated in editorial meetings to determine the CI View's topic selections
- Assisted with post-publication public relations and social media marketing on FaceBook, Linked In and Twitter

Student Leadership Assistant

May 2007-Aug.2008

Student Life, CSU Channel Islands, Camarillo, CA

- Prepared and edited organizational publications for internal and external audiences
- Oversaw the front desk reception and maintained proper email and phone etiquette
- Established and maintained relationships with the outside community, faculty, staff, and students
- Planned and directed development and communication of informational programs and events on campus

AWARDS, ACHIEVEMENTS & CAMPUS INVOLVEMENT

Contributing Writer, CI View Newspaper, CSU Channel Islands

May 2009-Present

Literacy Tutor, Camarillo Public Library

Oct. 2008 – Mar. 2010

Outreach Mentor, English Department Outreach Program, CSU Channel Islands

Dec.2007 – Oct. 2008