



j g f a i r y t a l e s

CONTACT

Jennifer L. Gioia Rowland, Proprietor
Clayton, NC, USA
www.jgfairytalesservices.com
www.jennifergioia.com

SOCIAL MEDIA

Facebook: /jgfairytales
LinkedIn: /jennifergioiarowland

PROFESSIONAL RELATED SKILLS

- Broad experience in project management, strategic technical and creative writing, proofreading, and copy editing in consumer, corporate, and non-profit industries
 - Excellent project and time management skills
 - Excellent verbal and written communication skills
 - Proficient with Microsoft Office and Google Drive
 - Proficient with Windows and OSX
 - Knowledgeable in MLA, AP, AMA, APA, and Chicago writing styles
 - 82 WPM typing average
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PROFESSIONAL RELATED EXPERIENCE

jgfairytales Freelance Services
Proprietor, Editorial Freelancer

July 2016 – Present

- Deliver extensive developmental editing, copy editing, critiquing, and proofreading services of fiction, nonfiction, and poetry manuscripts for emerging and self-publishing authors worldwide
- Worked with more than 30 emerging authors
- Published clients:
 - "Prosper (War Shadows Book 1)" by H.J. Peterson (2018)
 - "The Pretty Place" by Laura Leslie (2020)
 - "These You Know" by William Pope (2021)
 - "Lotus Bloom" by Holli Terrell-Cavalluzzi (2021)

Lake City Books

January 2016 – April 2016

Freelance Public Relations and Social Media Consultant

- Created an action plan to produce the client's desired increase in social media following
- Coordinated social media posts and proposed potential promotional and fundraising events
- Assisted in maximizing profits, focusing on merchandising orders and displays
- Wrote up a formal consulting contract and kept a log of hours
- This was a short-term, contracted project

Saranac Review

January 2012 – May 2015

Editorial Assistant Supervisor & Administrative Assistant

- Supervised between three and nine editorial assistants, also known as student interns, each college semester, including managing interns' social media and blog posts; supervised a total of 40 interns
- Assisted in planning and executing annual launch events
- Rebranded sponsorship kit and increased sponsorship numbers

- Assisted in the evolution of a new brand image, a new website, and exclusively accepting manuscripts online via Submittable.com
 - Managed and distributed manuscripts to the correct editors using Submittable.com, created the index for journals, contacted all accepted submitters, and assisted in formatting the annual journal
 - Created and maintained positive relationships with other literary magazines for advertising exchanges
 - Reviewed and interviewed potential employees and interns; responsible for training new employees and interns
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HONORS AND AWARDS

The State University of New York College at Plattsburgh
Distinguished Service Award

May 2015

- In recognition of exemplary dedication to the English department and to the Saranac Review.
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PROFESSIONAL MEMBERSHIP

Editorial Freelancers Association

April 2017 – Present

EDUCATION

Kent State University
Master of Arts (M.A.), Public Relations

January 2017 – December 2018

The State University of New York College at Plattsburgh
Bachelor of Arts (B.A.), Public Relations

August 2011 – December 2015

- Minors in English and Journalism