
EMMA JONES

EXPERIENCE

PIANO TEACHER; REMOTE – 2022-PRESENT

Responsibilities: select pieces and guide student's practice; demonstrate intermediate and advanced musical knowledge to student; create a supportive and motivating environment during lessons; encourage student to learn, with an emphasis on joy and self-expression.

GAME WRITER, RICE GAMES; REMOTE – 2021-PRESENT

Responsibilities: maintain knowledge of plot, characters and UI capabilities as team development progresses; write compelling and naturalistic dialogue; create engaging minor plot lines; write succinct item descriptions, bestiary entries and more; ensure no typos, plot holes or coding impossibilities occur in dialogue.

HEAD SPEECH WRITER & COPY EDITOR, NICK MATTHEWS FOR CONGRESS CAMPAIGN;
REMOTE – 2020

Responsibilities: proofread all outgoing content to verify proper grammar, formatting and consistency with AP style while meeting tight deadlines; edit copy for flow, clarity and concision; perform research to write accurate and interesting articles, press releases and other related campaign material; work with candidate and campaign manager to translate ideas into persuasive, incisive speeches; contribute to campaign strategy and problem solving in core team meetings.

AFTERCARE TEACHER; OLYMPIA WALDORF SCHOOL – 2019-2020

Responsibilities: maintain patience in all student interactions to support individual growth and open communication; provide positive and welcoming experience when collaborating with faculty, parents and children; implement behavioral intervention plans to reduce negative behaviors; prepare classroom and supplies for activities and snack time; substitute classes as needed (Pre-K to Grade 5).

WRITER, ULTIUS; REMOTE – 2017-2019

Responsibilities: research thoroughly and quickly to write content on a wide range of topics; use organized approach to manage tight and concurrent deadlines; collaborate with clients and editors to ensure content meets client specifications and expectations.

EDUCATION

THE EVERGREEN STATE COLLEGE; OLYMPIA, WA – BACHELOR OF ARTS, 2020

Completed coursework in philosophy, English literature, Russian literature, theology, poetics, cybernetics, film and history.

SKILLS

Analytic and creative problem solving; spirited team player and collaborator; efficient, independent worker; congenial and effective communicator; impeccable eye for style, flow and grammar; holistic perspective; experience in Microsoft Office Suite, Google Suite, Outlook, Dropbox, Facebook and Instagram.

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