

Jayde Layne

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Tempe, AZ

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OBJECTIVE

To obtain a position where I can continue to work within the fields of writing and publishing, to further advance my own skills as well as those of others, and further my employer's impact in those fields. I strive to discover new means of communication and forge connections between communities.

SKILLS & ABILITIES

- Advanced experience in editing and proofreading (reads between 400-450 words per minute)
- Experience in Powerpoint, Word, Excel, and Zoom (types 75 words per minute)
- Experience giving and receiving constructive criticism
- Advanced experience using and teaching others to use online source collections
- Ability to troubleshoot and solve basic technological problems
- Experience with numerical organization systems
- Quick learner
- Diligent worker

EXPERIENCE

Library Assistant, Arizona State University, Tempe Campus, Hayden Library

Oct 2017 - Present

Primary responsibility: customer service

- Answer questions for patrons both in person and via telephone regarding hours, resources, reference questions, policies, and their library accounts
- Checking books and technology in and out
- Teaching patrons to use library resources, including online ones
- Providing assistance to patrons
- Locating books within the library using the call number system
- Securing the building for closing

Internship for Non-Teaching Majors, Arizona State University, Copyediting

January 2020 - May 2020

Primary responsibility: copyediting

- Copyediting and proofreading for original manuscripts by published author Suzanne Young, intended for future publishing.

Phone Operator, Cynnamon Coordinating Services, Albuquerque

May 2017 - July 2017

Primary responsibility: customer service

- Contacting customers via phone to secure RSVP's and relay information concerning an upcoming event.

Office Assistant, McHard Accounting Consulting, Albuquerque

January 2016 - April 2016

Primary responsibility: organizing and cleaning

- Handling confidential documents to be stored or destroyed
- Office maintenance including recycling and basic cleaning.

EDUCATION

Bachelor's Degree in English Creative Writing, Arizona State University, *Magna Cum Laude*

August 2017 - December 2020

Associates Degree in History, Central New Mexico Community College

August 2015 - May 2017

Associates Degree in Liberal Arts, Central New Mexico Community College

August 2015 - May 2017

High School Diploma, College and Career High School, Albuquerque NM

August 2015 - May 2017

REFERENCES

John Gallaher, Shift Supervisor, Arizona State University, Hayden Library
(480-965-4881) john.gallaher@asu.edu

Marcia Henley, Shift Supervisor, Arizona State University, Hayden Library
(480-710-6439) marcia.henley@asu.edu