

2024

Media Kit & Resume

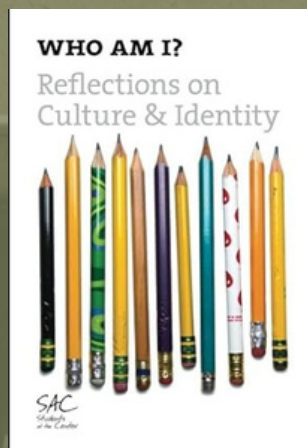
**Jalisa
Peters**

Author & Journalist

About Me

An Editorial Expert and Writing assistant passionate about encouraging students and aspiring authors or journalists to adapt to their full potential. As an author of fantasy and poetry, breaking the bounds of reality is vital to telling stories that change how one views the world. Dare to dream, take a chance, and break the barriers of the world!

Publications



Services

Proofreading & Copy Editing



\$10
Per Hour

With



Let's Connect

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(504) 343-2739

New Orleans, LA 70117

Education

12/2017

Bachelor of Arts:

English, Creative Writing

Southern University

New Orleans, LA

- Graduated summa cum laude
- Top Ranked: 2nd in class
- 3.9 GPA
- Fall 2017 - Dean's List
- Fall and Spring Semesters 2016 - Dean's List
- 2015 Highest Academic Award in English Program
- 2015 Highest Cumulative Class Average Recipient
- Fall and Spring Semesters 2015 - Dean's List
- Fall and Spring Semesters 2014 - Dean's List
- Fall 2013 - Dean's List
- Participated in *The Observer* Newspaper Publication, 2015 - 2017

05/2009

High School Diploma:

McDonough #35 College

Preparatory High School

New Orleans, LA

Ranked 11th • R in class

- GPA: 3.8
- Students at the Center
- National Honor Society
- Mu Alpha Theta
- Student Government: Treasurer

Jalisa Peters

Summary

I'm a forward-thinking person who generates high-quality work. Leverages tenacious approach and strong attention to detail to drive success. Service-oriented and performance-driven with excellent organizational, multitasking and problem-solving skills. Also, multi-talented and focused on streamlining operations and increasing team productivity. Mentor and coach staff to optimal levels of productivity and leadership. Resolves issues using hands-on solutions with deep understanding of successful practices. I let my strong work ethic and creativity drive everything. I can quickly adapt and use efficiency to complete tasks and foster connections.

Experience

Southern University At New Orleans - Assistant Director

New Orleans, LA

01/2022 - Current

- Tutored college students in writing and grammar mechanics (both in person and virtually via WebEx and Zoom)
- Proofread papers for submission to professors
- Kept and organized documentation regarding program performance and students' writing needs
- Created and curated writing workshops for students and professors
- Substitute teach English composition courses
- Handled incoming and outgoing emails
- Managed staff, financials and key performance indicators to facilitate business operations
- Generated reports to review data and issue corrective actions for improvements
- Supported work-life balance to improve staff morale
- Oversaw recordkeeping and reporting efforts to satisfy document processing guidelines
- Developed department performance goals and methods for achieving milestones
- Drafted mission and vision statements to outline objectives and motivate employees

Southern University At New Orleans - ACT English Instructor

New Orleans, LA

05/2021 - 08/2021

- Tutored high school students in preparation for the ACT English section using Google Classroom (sessions were mainly virtual via WebEx and Zoom)
- Assigned practice exercises
- Administered mock ACT English exams

Specialized Training and Skills

Specialized Training in:

- Microsoft Outlook
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- MakerBot Printing and Software
- Adobe InDesign
- Google Classroom

Skills:

- Office Hours and Tutoring Support
- Team Collaboration and Leadership
- Attention to Detail
- Work Planning and Prioritization
- Problem-Solving
- Attention to Detail
- Writing Instruction
- Grammar and Punctuation Rules
- Individual Instruction
- Verbal and Written Communication
- Creative Thinking
- Critical Thinking
- Academic Advice
- Attendance Records Maintenance
- Homework Assignment Planning
- Classroom Discussions Facilitation
- Assignment Grading
- Coaching and Mentoring
- Reporting and Documentation
- Performance Tracking and Evaluation
- Onboarding and Orientation
- Staff Training

- Kept and organized documentation regarding students' involvement in the program
- Served as a liaison for parents, students, and guests
- Assisted in 3D printing projects using MakerBot printers and software
- Adapted teaching strategies to different student learning styles and skill levels
- Reviewed student work and provided constructive feedback for improvement
- Incorporated reading strategies to inspire confidence and demonstrate fluent reading skills
- Created and implemented lesson plans, modifying for differences in student learning styles

Melba's - Cashier

*New Orleans, LA
02/2018 - 07/2018*

- Operated cash register or POS system to receive payment by cash, check and credit card.
- Accepted cash and credit card payments, issued receipts, and provided change.
- Answered customer questions and provided store information.
- Collected payments and provided accurate change.
- Delivered high level of customer service to patrons using active listening and engagement skills.
- Worked closely with front-end staff to assist customers.
- Completed daily recovery tasks to keep areas clean and neat for maximum productivity.
- Learned roles of other departments to provide coverage and keep store operational.
- Verified customer age requirement for alcohol or tobacco purchases.

Southern University At New Orleans - Senior Staff Writer for *The Observer*

*New Orleans, LA
08/2015 - 12/2017*

- Wrote feature, brief and breaking news pieces for print.
- Researched potential news or feature stories for timely and quality distribution to campus community and public.
- Met deadlines with reliable, in-depth news coverage.
- Researched story background information to provide complete and accurate information.
- Gathered information and developed perspectives about news subjects through research, interviews and observation.
- Reported news stories for publication or broadcast, thoroughly describing background and details of events.
- Created tightly written news stories crafted from reliable sources.
- Revised work to meet editorial approval or fit time or space requirements.
- Discussed issues with editors to establish priorities or positions.
- Arranged and conducted interviews with university personnel and students, providing first-hand accounts of stories.
- Determined focus of news by staying on top of local, national and international events.
- Developed ideas or material for columns or commentaries by analyzing and interpreting news, current issues or personal experiences.

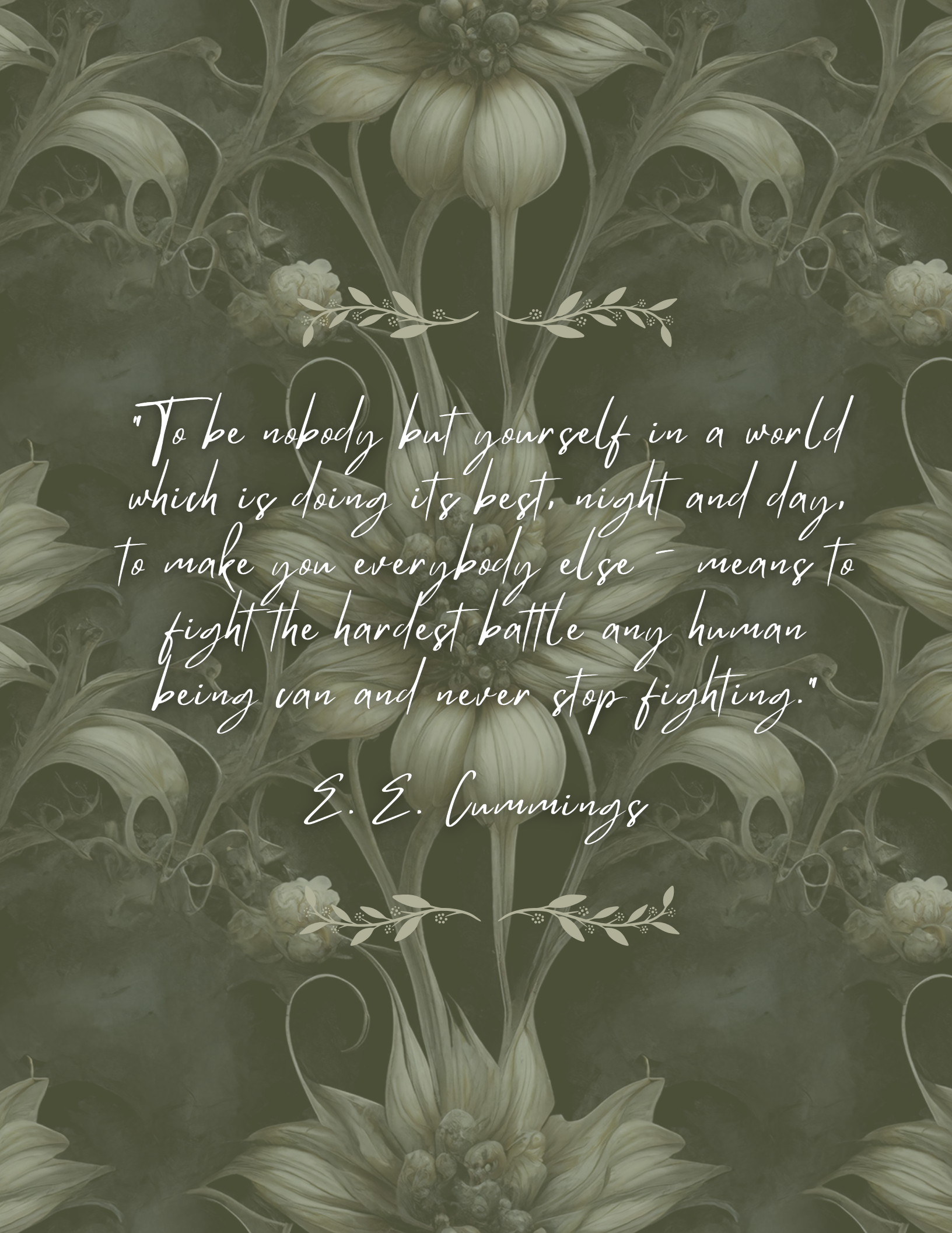
- Assigned stories to reporters and journalists.
- Drafted layout for print using Adobe InDesign.

Languages

- Basic knowledge of Spanish
- Currently learning Korean

References

References Available Upon Request



"To be nobody but yourself in a world
which is doing its best, night and day,
to make you everybody else - means to
fight the hardest battle any human
being can and never stop fighting."

E. E. Cummings