

JODI HORNER

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PROFESSIONAL SUMMARY

Dynamic Writer and Editor bringing more than 15 years total experience in the field. Reliable, adaptable, and detail-oriented leader who takes a big picture approach to projects, both in-person and virtually. Committed to providing comprehensive, high-quality content for all types of publications.

SKILLS

- Google docs, Outlook & Microsoft Suite
- MLA, AP Stylebook & Chicago Manual
- Time & Project Management
- Social Media Engagement & SEO
- Critical Thinking
- Publication Best Practices
- Digital Content Management
- WordPress, CapCut, iMovie
- Strategic & Resourceful
- Leadership & Teams

WORK HISTORY

Editor and Features Writer

City Lifestyle Publications – Denver, CO

- Supervised team of five writers and three photographers to produce two 38-page monthly lifestyle magazines.
- Researched, developed and issued story assignments to writing and photography teams, revised submissions to meet publication standards.
- Wrote, edited and produced stories for Internet and digital channels.
- Maintained relationships with advertising partners and created engaging promised pieces to fulfill contractual agreements.
- Other responsibilities included invoicing and record-keeping.

News Reporter and Photographer

Colorado Community Media – Elbert County, CO

- Worked closely with county leadership to concisely report technical issues related to property development, zoning, water rights, and local politics in Colorado.
- Interviewed sources and developed relationships with informants to obtain vital information for stories.
- Identified and secured multiple information sources for each story to provide accurate, credible news coverage.
- Interviewed individuals from all walks of life and all cultures for breaking news stories.

Training Coordinator

XO Communications (formerly NEXTLINK) – Bellevue, WA

- Assessed training needs, helped develop internal training programs, facilitated learning, provided feedback, and monitored outcomes.
- Presented in-house training, coached 20 training coordinators throughout the US, and managed training materials.
- Coordinated with department leaders to identify training needs and develop targeted solutions.
- Scheduled and coordinated training sessions, including booking facilities and arranging catering.

Freelance Writer

Self-employed – Parker, CO

- Utilize exceptional writing, editing, and proofreading skills to produce engaging and error-free content.
- Research and refine content for emails and newsletters under deadline pressure with systematic approach using style sheets.
- Write and edit high-quality content for novels and feature articles.

Substitute Teacher, 10/2006 - Current

Douglas County School District – Douglas County, CO

- Follow classroom plans left by class teacher to continue student education and reinforce core concepts.
- Keep students on-task with proactive behavior modification and positive reinforcement strategies.
- Repeatedly requested as substitute teacher by teachers based on excellent past referrals and trusted performance.

EDUCATION

Bachelor of Science: Education

Winona State University - Winona, MN

Minor: English/Language Arts

Colorado Teaching License #17130761