

Jessica L. Ouellette

27 Marion Drive
Whitinsville, MA 01588
(508) 272-6149
jessica.ouellette@gmail.com

SUMMARY

Experienced written and verbal communicator, researcher, editor, problem solver and creative thinker with Latin and Spanish language skills.

EDUCATION

UNIVERSITY OF MASSACHUSETTS AMHERST

Bachelor of Arts in English, anticipated May 2009

- Anticipated Minor in Classics
- Anticipated Specialization in American Studies
- Anticipated Specialization in Non-fiction Writing
- Anticipated Specialization in Professional Writing and Technical Communication

HONORS, GPA 3.98/4.0

- Commonwealth College Honors Program
- Dean's List every semester

AWARDS

- Recipient of Frank Prentice Rand Scholarship
- Recipient of Robert Perlman Scholarship
- Recipient of College of Humanities and Fine Arts Achievement Award
- Nominated for Williams F. Field Alumni Scholarship

EMERSON COLLEGE, Boston, MA

September 2005 - May 2006

EXPERIENCE

Sep 07- Present

UNIVERSITY OF MASSACHUSETTS AMHERST, Amherst, Ma

Writer and Coordinator for the Juniper Literary Festival

- Authored grant proposal in the amount of \$5,000.00 on behalf of the MFA Program at UMass-Amherst to the Massachusetts Humanities Foundation
- Secured event sites and reservations
- Assisted with budgeting and accounting
- Researched the works of possible participants
- Consulted with invitees

Sep 07- Present

UNIVERSITY OF MASSACHUSETTS, Amherst, MA

Peer Mentor for the Writing and Literature Residence Hall

- Worked to facilitate the academic success of first-year students
- Organized and presented 6 faculty chats focused on Writing and Literature
- Planned and organized several poetry and fiction readings
- Lead advertising campaigns to promote campus involvement

- Sep 07- Present **UNIVERSITY OF MASSACHUSETTS AMHERST**, Amherst, MA
 Writing Center Tutor
- Tutored undergraduate and graduate students
 - Authored article on Writing Theory for on-campus publication
 - Organized writing workshops for students, tutors and faculty members
- Oct 04 - Aug 05 **ANTIQUe HOMES MAGAZINE**, Douglas, MA
 Copy Style Editor
- Responsible for style editing and the readability of copy blocks
 - Proofread for any errors and omissions
- Sep 04 - May 05 **BLACKSTONE VALLEY TRIBUNE NEWSPAPER**, Whitinsville, MA
 Writer
- Responsible for writing weekly stories and editorials and taking photos
 - Served as the liaison to surrounding schools
- OTHER EXPERIENCE**
- Oct 04 - Present **GAP INC.**, Boston, MA and Millbury, MA, 2005 - Present
 Customer Service/Retail
- Recognized for selling and processing the most Gap Cards in the district
- Sep 05 - Jan 06 **JUMPSTART**, Boston, MA, 2005 - 2006
 Mentor
- Worked individually with inner city children in and outside of school
 - Organized activities every week for children
 - Recorded a weekly log/journal entry of child's experiences
- COMPUTER SKILLS** Windows XP, Macintosh, Microsoft Office, Macromedia Dreamweaver, Adobe
 Flash, Adobe Photoshop
- INTERESTS** Phi Kappa Phi Honors Society, Golden Key Honors Society, Eta Sigma Phi
 Honors Society, English Society, Dynamic Motion Dance Team