**Rosalie James**

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**Job Objective**

Use my experience in language, literature, and communication to gain knowledge and skill in the field of publication by assisting experienced Editors through the stages of editorial process.

**Qualifications**

* Ability to think creatively and constructively
* Strong attention to detail
* Excellent verbal and nonverbal communication skills
* At ease in multitasking scenarios
* Proficiency in Microsoft Word, Excel, and Outlook

**Professional Accomplishments**

* At The Cup Edwardsville I was expected to be creative in handling an average of six orders at once. This taught me to multitask effectively while still offering the customer a creative well-made product. I had continuously had no complaints.
* As Team Lead and Inventory Manager at The Cup, I exercised my verbal and nonverbal interpersonal communication skills in order to teach new employees their job requirements, settle employee and customer disputes, and work with vendors to order inventory.
* As an English Literature Major, I have exercised strong attention to detail in all my assignments. They have also required a high level of creative thinking, grammar skills, critical analysis, and proficiency in Microsoft Word.
* As co-host of the recent St.Louis Duet Gallery Ekphrastic Poetry Reading, I communicated with three published poets who then agreed to read at the event.

**Education**

Bachelors in English Literature, Minor in Speech Communication / August ‘10 - May ‘14

* Accumulative GPA 3.648
* Involved in Fellowship of English Student and Teachers
* Involved in the English Language and Literature Association

**Experience**

Information Technology Services / August ‘13 - Current

* Mac Computer Lab Assistant

The Cup Edwardsville / June ‘11 - August ‘13

* Team Lead, Inventory Manager, Decorator