

## **Erin A. Jones**

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**CAREER OBJECTIVE:** To use both the analyzing, researching, and writing skills of my English degree and the knowledge from my Peace and Conflict Studies minor in an appropriate field.

**EDUCATION:** **Bachelor of Arts – English**, May 2007  
Messiah College, Grantham, PA  
Minor: Peace and Conflict Studies  
Cumulative GPA: 3.92  
Honors: College Honors Program, Summa Cum Laude

**RELEVANT SKILLS:** Macintosh and PC experience, Microsoft office, Adobe InDesign, Japanese language, project administration, organized, motivated, flexible, and a quick learner

**WORK EXPERIENCE:** **Curriculum Writer**  
Research Corp. of the University of Hawaii, Hon., HI (Nov. 2007 to Aug. 2008)

- Research and write curriculum on Hawaii's coral reefs for K-2 graders
- Edit lessons for format and content

**Administrative Aide**  
Hanalani Schools, Mililani, HI (Summers 2006 & 2007)

- Learned business software to help with accounts payable
- Helped the Admissions Office maintain the student database and edit documents, including the website
- Wrote and edited an admissions handbook detailing the admissions process
- Learned library software to aid in cataloging books, as well as other tasks

**Work Study Program**  
English department, Messiah College, Grantham, PA (2005-2006)

- Wrote and edited monthly department newsletter
- Helped edit the Best of First Year Semester, a collection of exemplary first-year student writing at Messiah
- Publicized Poetry and Peacemaking Symposium

**Editorial Intern**  
Trade Publishing Company, Honolulu, HI (Summer 2005)

- Interviewed, researched, and wrote profiles of construction companies
- Responsible for monthly features, such as New Products, News Makers, and short news stories
- Represented Trade Publishing at various functions

**Field Office Manager**  
KFC Construction, Honolulu, HI (Summer 2004)

- Responsible for daily office duties for a renovation project at Honolulu International Airport
- Coordinated between the contractors/subcontractors and the project leaders
- Wrote and distributed minutes for all meetings

**ACTIVITIES:** Study Abroad to Oxford, England (Spring 2007)  
Study Abroad to Sapporo, Japan (Fall 2004)  
Tutoring at-risk students in Harrisburg