

JACK MCINTYRE

65 South Kensico Avenue
Valhalla, NY 10595
(914) 815-6456 • jackintyre98@gmail.com

EDUCATION

Columbia Publishing Course, New York, NY Summer 2021

- Five-week intensive course on all aspects of book, magazine, and digital media publishing

Elon University, Elon, NC Class of 2020

- BA in professional writing & rhetoric

St Clare's, Oxford, Oxford, England Spring 2018

- Course work in English literature and education

EXPERIENCE

Olswanger Literary LLC, Fair Lawn, NJ September 2021-January 2022

Intern

- Evaluate picture book and graphic novel manuscripts for publication
- Contribute editorial feedback on submissions

Valhalla Union Free School District, Valhalla, NY September 2020-Present

Teacher Aide

- Provide classroom management of high school students in six classes of various subjects
- Facilitate students' learning under the leadership of the classroom teacher

Elon News Network, Elon, NC October 2018-May 2020

Chief Copy Editor

- Managed a team of eight editors for production of Elon News Network's weekly newspaper publication, *The Pendulum*
- Worked with fellow editors to ensure *The Pendulum*'s copy was clean, fact-checked, and held up to the editorial standards of the organization

Elon University Writing Center, Elon, NC September 2018-May 2020

Consultant

- Assisted fellow students/faculty in academic writing across all disciplines
- Collaborated with other peer tutors to create written resources for students to use in their writing, including MLA style reference sheets

STV Inc., New York City, NY July 2019-August 2019

Marketing/Corporate Communications Intern

- Completed administrative duties: validating data-based content and updating spreadsheets
- Created and edited employee handouts such as brochures for college students

SKILLS

- Technology: advanced Microsoft Office Suite, Adobe InDesign, AP Style, Slack, Google Drive, macOS