**Jessica Neuman**

Mailing Address: 562 Grand Oaks Dr. Brentwood, TN 37027 | Email: [jneuman98@outlook.com](mailto:jneuman98@outlook.com) | Phone Number:(920) 210-7680

**Education**

**The Catholic University of America 2023 Graduation - GPA**: 3.67 Washington DC

**M.S:** Library Information Sciences – Cultural Heritage Information Management and Data Science

**Classroom Experience:** Database Management, Data on the Web, Info Retrieval/Analysis Strategies, Introduction to Data Science, Information Systems in Libraries & Info Centers, Metadata, Preservation, Digital Humanities, Grant Writing

Miami University - Oxford, OH - 2020 Graduation

B.A: Professional Writing (Public Writing and Rhetoric) and History

**Experience**

**Writing Consultant and Beta Reading (www.editingprecision.com)**

* Create a collaborative and safe environment for all levels of writers to engage in conversations about their writing.
* Provide critical feedback and craft tactful questions to expand and enhance the argument or story a writer is trying to portray using correct grammar and proper writing techniques.
* Educate students on the process of writing and create a thorough understanding of the writing process as well as an understanding of their own thoughts.
* Help authors develop storylines, plot, character developments, sentence level descriptions and structure.

**Freelance Editor (www.editingprecision.com)**

* Receive documents from businesses and students providing feedback in grammar, syntax, organization, and re-wirtes
* Receive manuscripts from aspiring authors to provide feedback regarding the plot, grammar, structure, flow, world development, and character development. Includes Beta Reading, Developmental Editing, and Copy Editing
* Create a collaborative and supportive environment for writers to develop their writing and story lines to make sure their vision and stories are well developed.
* Pose questions and suggestions within documents to help authors expand their understanding of story and give readers the best experience.

**Team Ashburn Synchronized Skating Head Coach** – Ashburn, Virginia May 2020 - Present

Work with a wide range of ages to create programs and training routines to compete against other national teams.

* Organize practices to address skills as well as teach program components in multiple ways so all athletes gain a complete understanding for proper execution.
* Manage large groups of people to work together and make quick scheduling decisions for the best team advantage.
* Create programs, timed to music and themes, following guidelines attempting to maximize awarded points.
* Effective communication with parents to ensure their children are getting the best coaching opportunities and they are involved in their children’s development as athletes and people.
* Quickly adapt program layouts and element critique to best suit the athletes and provide the best competitive advantage.

**Organic Valley, Cooperative Stewardship Archival Intern –** Hybrid May 2023 - December 2023

* Led initiatives to collect, describe, and preserve electronic records and analog digitized assets of enduring value regarding the evolution of member policies and standards.
* Held interviews and gave presentations to key stakeholders and executives on the importance of knowledge management.
* Created proposals for a searchable archival database for company platform.
* Articulated and created a comprehensive guide for knowledge management strategy and preservation best practices for a billion-dollar company.
* Advised and educated on taxonomy, metadata, controlled vocabularies, naming conventions and knowledge management best practices.
* Tagged important meeting minutes to improve searchability and optimize Microsoft SharePoint