

Jesse Shamon

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Education

- **Tulane University**, BA English, Studio Art, 2017
- Magna cum laude
- Concentrations in creative writing, photography
- **Second City**, Satire Writing for the Internet I, 2019

Skills

- Writing, editing, photography, illustration
- Research, problem solving
- Adobe Photoshop, Illustrator, Bridge, Lightroom, Premiere, InDesign, After Effects, Acrobat; Google Drive, Google Maps, Google Analytics; Microsoft Office; Instagram, Twitter, Snapchat, Facebook; WordPress, Yoast, SEO

Freelance Experience

- Write for *The Belladonna*, *Points In Case*, *Slackjaw*, *The New Movement*
- Art in Contemporary Arts Center New Orleans, Don't Smile, The Carroll Gallery

Awards

- Outstanding Leadership Award for leadership of The Tulane Vignette
- Caswell Retention Award for providing unique ideas that foster positive change and for being a role model for campers and staff
- MullenLowe Lip Sync Battle Silver Medal

Volunteer Experience

- Gulf Restoration Network, 2016
- Crocker Elementary School, 2015

Professional Experience

Hardesty & Hanover, LLC

Administrative Assistant

Metairie, Louisiana

March 2018–present

- Proofread and edit proposals, reports, and correspondence for clarity and accuracy
- Research and compile data for possible opportunities and partnerships
- Coordinate with outside vendors to ensure office needs are met as timely and cost effectively as possible
- Manage the filing and submission of expense reports and timesheets so clients are billed appropriately and records are kept up to date

The Tempest

Editorial Fellow

Remote

September 2018–December 2018

- Researched topics and pitch article ideas to various verticals and editors
- Wrote articles and incorporated GIFs and images consistent with *The Tempest's* voice for publication on the site

Sara Essex Photography, LLC

Assistant

New Orleans, Louisiana

May 2017–May 2018

- Performed preliminary edits on photographs to color correct and remove unwanted elements
- Assisted on shoots by supporting the photographer and anticipating needs and issues before they arose

Reading Enrichment and Development

Teacher

New Orleans, Louisiana

September 2016–March 2018

- Taught classes for children ages 5 months to 5 years and their caregivers to develop language, literacy, and a love of learning

Antenna

Intern

New Orleans, Louisiana

January 2016–May 2017

- Researched various arts and literature oriented publications, programs, community centers, and companies for potential partnerships
- Created preliminary layouts for books and publications using InDesign
- Organized and input donor data into online system

The Tulane Vignette

Editor In Chief

New Orleans, Louisiana

May 2016–May 2017

- Planned and ran weekly meetings to brainstorm headlines and write articles for publication on Tulane's satirical website
- Introduced videos and interactive media to stay relevant in digital environment

MullenLowe

Project Management Intern

Boston, MA

May 2016–August 2016

- Acted as liaison between strategy, creative, digital production, account services, and copy editing departments to coordinate projects across disciplines from start to finish
- Created schedules and organized meetings to ensure deadlines were met

Pleasant Valley Camp

Challenge Course Program Director, Librarian

Mirror Lake, NH

2011–2015, Seasonal

- Developed daily lesson plans to foster teamwork, communication, and trust amongst campers
- Trained and managed staff to develop future program leaders
- Founded and managed library to encourage summer literacy and support diverse campers