



Samantha Jacquest

Seeking an editorial career in the publishing industry to utilize my extensive education and work experience in the field.

Work Experience

Buyer and Purchasing Administrator | Sanmina | January 2018 – Present

- Research contracts and quotes to make purchasing decisions
- Create sale reports for the Purchasing Department and suppliers
- Maintain hundreds of purchase orders by constantly communicating with internal team and suppliers
- Improve administrative processes to optimize company efficiency
- Assist the Purchasing Manager with executive decisions and administrative tasks

Owner | Blue House Books | May 2017 – Present

- Independently created a mobile bookselling business
- Registered with State of Wisconsin and obtained legal permits and licenses
- Complete daily administrative tasks such as returning emails, tracking income and expenses, and organizing business meetings
- Recruit, train, and schedule volunteers
- Order inventory based on research of bookselling trends and event themes
- Operate social media for marketing and community relation
- Communicate with local event organizers and business managers to schedule, plan, and execute pop-up bookselling events
- Utilize customer service skills to communicate with patrons and build relationships with the community

Publishing Intern | Agate Publishing | January – May 2017

- Created press kits for trade books including press releases and advanced information documents
- Contacted media outlets with press kits and event promotion information
- Tracked trade book publicity
- Posted to social media with original text, photos, and videos and tracked each post
- Assisted with copy editing marketing and academic materials

Education

Oxford Brookes University | Oxford, United Kingdom

Degree: Master of the Arts in Publishing

Graduated December 2016, Merit

Dissertation topic: Sex, drugs and young adults: An analysis of content creators' decisions regarding controversial content in books for adolescents

University of Wisconsin-Whitewater | Whitewater, Wisconsin

Degree: Bachelor of the Arts in Journalism, Minor in Book Publishing

Graduated May 2014, 3.52/4.00 GPA

Organizations & Awards

- Member of Society of Young Publishers 2015-2016
- Member of Oxford Publishing Society 2015-2016
- Volunteer at 2016 London Book Fair
- Volunteer at Society of Young Publishers' 2015 conference
- WNA Collegiate Better Newspaper Contest: Second Place, Investigative Reporting, 2014; First Place, General Reporting, 2013

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Professional Skills

Teamwork	◆◆◆◆
Organization	◆◆◆◆
Customer Service	◆◆◆◆
Proofreading	◆◆◆◆
Professional Writing	◆◆◆◆
Social Media	◆◆◆◆
Project management	◆◆◆◆
Design/Production	◆◆◆◆
Marketing/Publicity	◆◆◆◆
Rights/Permissions	◆◆◆◆

Technical Skills

Microsoft Word	◆◆◆◆
Microsoft PowerPoint	◆◆◆◆
Microsoft Outlook	◆◆◆◆
Microsoft Excel	◆◆◆◆
Adobe InDesign	◆◆◆◆
Adobe Photoshop	◆◆◆◆
CMS Adaption	◆◆◆◆

References

Francisco Loyola
Executive Director,
Kenosha Creative Space
262-945-9411

Jaimie Leiting
Program Administrator,
Sanmina Corporation
262-758-9612

Shannon Schimmer
Book Sales Coordinator,
Dorrance Publishing Company
724-650-3012