

## MY SKILLS:

### PROFESSIONAL

#### Microsoft:

Word  
Excel  
Powerpoint  
Publisher

#### Adobe CC:

InDesign  
Illustrator  
PhotoShop  
Lightroom  
Dreamweaver

#### Web Platforms:

Wordpress  
OU Campus

### CLIFTONSTRENGTHS

Input  
Developer  
Achiever  
Learner  
Responsibility

### SOCIAL MEDIA:

#### Website:

[tracyljones.me](http://tracyljones.me)

#### LinkedIn:

<https://www.linkedin.com/in/tracy-jones-7aa09546>

# TRACY L. JONES

## Executive Assistant/Technical Writer/Copy Editor



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## JOB EXPERIENCE

2018-  
Present

**Executive Assistant**  
Utah State University - Logan, UT  
Office of the Executive Vice President and Provost

- Provide advanced, diversified administrative support to the Executive Vice President/Provost: Manage a complex calendar, prioritizing meetings and visitors; Coordinate travel and itineraries; Prepare agendas and materials for high level meetings; Compose correspondence and reports and disseminate as appropriate; Serve as liaison with the President's office, college deans, vice presidents, and other internal and external constituencies; Assist with confidential personnel matters with tact.
- Supervise Staff Assistants: Direct daily responsibilities and assignments for 3 Senior Staff Assistants; Lead weekly staff meetings and meet regularly 1:1 with each staff member; Manage schedules and leave requests to ensure office needs are met; Conduct annual performance appraisals.
- Keep the Provost and Vice Provosts informed of all matters that may require their attention.
- Manage and execute special projects such as the Promotion and Tenure Review process; Oversee Ombudsperson training and website updates; Plan and facilitate Inaugural Lecture series; Assist with administrative searches for Dean/Vice Provost positions; Assist with event and meeting planning; Serve as chair of staff assistant and student employee search committees.

1999 -  
2018

**Senior Staff Assistant**  
Utah State University - Logan, UT  
Dept. of Environment and Society

- Provide administrative support to department head and faculty members
- Process payroll and leave reports; Take and transcribe meeting minutes; Manage department inventory and space usage;
- Supervise and update course curriculum changes, major requirement sheets, catalog updates, and graduate student handbook;
- Serve as department thesis and dissertation format reviewer; Design/produce flyers, newsletters, and other documents as needed; Provide copyediting for reports and journal article submissions for department head and faculty

2004 -  
Present

**Copy Editor/Proofreader**  
Freelance

- Freelance copyediting and proofreading for the University Press of Colorado, working on a variety of genres including anthropology, American history, and writing and composition studies.
- Experienced copy editor/proofreader with over 40 theses and dissertations for students at multiple universities including Utah State University, the University of Utah, and the University of Maine.

## USU AWARDS:

2015

1st place: Undergrad.  
Non-fiction, Scribendi  
writing contest

2010

Employee of the Year,  
College of Natural  
Resources

2004

Classified Employee of  
the Quarter

## VOLUNTEER:

2015-Present

Serve as webmaster  
and social media  
manager for church

2012-15

Volunteer food server  
at St. Anne's Shelter in  
Ogden, UT and Loaves  
& Fishes monthly meal  
in Logan, UT

2012

Spent 2 weeks  
volunteering at Ruuska  
Village, a Haitian  
orphanage

## OTHER:

Member:

Sigma Tau Delta  
(National English Honor  
Society)

Internship, Fall 2013:

USU Press/University of  
Colorado Press

## JOB EXPERIENCE (cont'd)

1996-  
1999

Administrative Secretary/Office Specialist II  
Weber Human Services - Ogden, UT

Administrative Secretary:

- Screened and directed phone calls for agency director, maintained file systems, scheduled meetings, updated Administrative Rules handbook
- Conducted email training courses for agency employees;
- Provided administrative support to the board of directors as well as the 501C(3) Foundation: arranged meetings, placed legal notices within prescribed deadlines, compiled monthly board packets, recorded and transcribed meeting minutes
- Served as court liaison for Weber/Morgan Counties psychological testing: arranged court-ordered testing within specific timeframes, delivered completed reports to the courts within deadline. Performed all duties with strict confidentiality.

Office Specialist:

- Front desk receptionist: Scheduled appointments, dealt calmly with an oftentimes-volatile and/or emotional clientele, answered calls on a 10-line phone system, screened emergency phone calls with tact and empathy, gathering info. and connecting them to the proper emergency worker.

1989-  
1995

Graphic Artist/Receptionist  
The Big Nickel - Ogden, UT

- General receptionist duties: answered phone calls, maintained file system, helped clients place classified advertisements;
- Designed display advertising and miscellaneous printing jobs such as business cards, flyers, etc.

## EDUCATION

MAY  
2017

Utah State University, B.S.; summa cum laude  
Major: English  
Emphasis: Professional & Technical Writing  
Minor: American Studies

## REFERENCES

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