

Jesse Day		Publications Assistant
<b>Availability:</b> Immediate <b>Email:</b> jrday@crai-ky.com	<b>Specific Duties:</b> <ul style="list-style-type: none"> <li>• Perform the lay-out of technical reports</li> <li>• Proofread text for style and mechanics</li> <li>• Communicate with authors suggested changes and input revisions</li> <li>• Print, bind, and mail reports</li> </ul>	<b>Education and Training:</b> <ul style="list-style-type: none"> <li>• B.A., English, Eastern Kentucky University (EKU), Richmond, KY</li> <li>• Certificate in Professional and Technical Writing, EKU, Richmond, KY</li> </ul>
Experience Summary Information		
<b>Publications Assistant</b> Cultural Resource Analysts, Inc. August 2021 – present	<b>Editor-in-Chief</b> Eastern Kentucky University Student Government Association October 2020 – May 2021	
<p><b>Jesse Day</b> is a publications assistant whose primary duties include laying out technical reports, proofreading the text of reports for style and clarity, suggesting to the authors changes to the text, and binding the final reports. Jesse joined CRA in August 2021 after graduating <i>summa cum laude</i> with his bachelor's degree in English from Eastern Kentucky University.</p> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>•Previously wrote reports and newsletters for EKU Student Government Association.</li> <li>•Currently edits archaeological and cultural historical reports written by CRA authors.</li> </ul> <p><b>Job Related Skills:</b></p> <ul style="list-style-type: none"> <li>•Editing/proofreading.</li> <li>•Microsoft Word, Google Suite, and Adobe Creative Cloud.</li> </ul>		