

Jesse Day		Publications Assistant	
<p><b>Availability:</b> Immediate</p> <p><b>Email:</b> jrday@crai-ky.com</p>	<p><b>Specific Duties:</b></p> <ul style="list-style-type: none"> <li>• Format technical reports from text and figures/tables provided by CRA archaeologists and cultural historians.</li> <li>• Proofread report text for grammar, style, and accuracy.</li> <li>• Coordinate textual edits with authors and supervisors.</li> <li>• Print and bind final reports when hardcopies are requested.</li> </ul>	<p><b>Education and Training:</b></p> <ul style="list-style-type: none"> <li>• B.A. in English from Eastern Kentucky University in Richmond, Kentucky.</li> <li>• Certificate in Professional and Technical Writing from Eastern Kentucky University in Richmond, Kentucky.</li> </ul>	
Experience Summary Information			
<p><b>Publications Assistant</b></p> <p>Cultural Resource Analysts, Inc. August 2021–Present</p>		<p><b>Editor-in-Chief</b></p> <p>Eastern Kentucky University Student Government Association October 2020–May 2021</p>	
<p><b>Mr. Day</b> is the Publications Assistant for Cultural Resource Analysts, Inc. He is responsible for formatting, proofreading, and editing technical reports in collaboration with CRA's archaeologists and cultural/architectural historians. He works with all seven CRA offices, producing final reports for each of them. Throughout the report production process, he is expected to finish production of a report before its final deadline in coordination with the author and supervisor and cartographers from CRA's CAD Department. In the event that a hardcopy of a report is needed, Mr. Day is also responsible for printing, binding, and mailing the report.</p> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Having worked as the Publications Assistant for two years, Mr. Day has formatted, proofread, and edited hundreds of technical reports at CRA. During this time, he has also taken on marketing duties, such as writing and editing blog and social media posts in collaboration with CRA's Director of Marketing. Likewise, he occasionally produces issues of the internal CRA newsletter, The CRAIR.</li> <li>• Before joining CRA, Mr. Day served as the Editor-in-Chief of Eastern Kentucky University's Student Government Association, where he was responsible for writing public releases to the student body and speeches for the student body president. He graduated <i>summa cum laude</i> from Eastern Kentucky University in three years, during which time he also won several awards for his writing and was published in the university's student newspaper and literary arts journal.</li> </ul> <p><b>Job-Related Skills:</b></p> <ul style="list-style-type: none"> <li>• Editing/proofreading</li> <li>• Writing</li> <li>• Interpersonal and professional communication.</li> <li>• Collaboration.</li> <li>• Proficiency with Microsoft Word, Adobe Acrobat, and Adobe InDesign.</li> <li>• Expertise in the Society of American Archaeology Style Guide and the Chicago Manual of Style.</li> <li>• Familiarity with Adobe Photoshop and Adobe Illustrator.</li> </ul>			

