

JD Fox
Montpelier, VT
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jdfoxpresents.com
802-505-3406

Experience

Shaw's Grocery Store, Montpelier, VT **1/2014 -Current**
Grocery Clerk

- Various tasks as needed to ensure proper functioning of store.

JD Fox Presents, Vermont **1995-Current**
Writer

- Nonfiction, fiction, poetry (clips available)
- Proofing/editing
- Author platform: jdfoxpresents.com

Current Non-Paid Vermont Experience

Associate Editor, [Mud Season Review](#)

- Vet submissions, respond to feedback requests, use social media, and provide staff with status updates to help keep the journal on track.

Mentor, [Everybody Wins VT!](#)

- Read one-on-one with a second grade student at Union Elementary in Montpelier VT.

Volunteer, [Kellogg Hubbard Library](#)

- Take books and read to the kids at All Together Now in East Montpelier through KHL's outreach program. Assist library vista by posting events throughout the month to various online calendars.

Copy Editor, [Flynn Center](#) for the Performing Arts

- Actively solicit and schedule writers. Proof and edit submissions for the Flynn's show blog, which typically features a preview of an upcoming show and a follow-up review.

Blogger, [Burlington Writers Workshop](#)

- Write posts about the elements of writing and the writing life.

Montpelier Friday Night Group Facilitator, [Outright Vermont](#)

- Provide a safe meeting space twice a month for queer youth to discuss what's on their minds. Have previously chaperoned and assisted with its Queer Youth Summit.

Vice Chair, [Pride Vermont](#) 2014-2015 committee

- Various tasks as needed to help ensure a successful pride. Run meetings in chair's absence.

Board Member

- [Montpelier Conservation Commission](#)
- [Vermont Cares](#)
- [Vermont PWA Coalition](#)

Indiana Work Experience

Office Team, Indianapolis, IN

2010-2013

Professional Work via Assignment:

- Stand For Children (canvassing and educational advocacy)
- Marion County Election Board (processing early voting)
- Ogletree Deakins (copy center / mail room operations)
- Qmark (Healthcare Effectiveness Data and Information Set (HEDIS) audit)

Qwest (now Century Link), Denver, CO

2000-2009

Records and Information Analyst (2004-2009)

- Developed and managed corporate records secure destruction program
 - Wrote company policies, procedures and other informational materials
 - Served as liaison and subject matter expert to business units
- Conducted training to diverse employee base

Human Resources Information Services (HRIS) Analyst (2001-2004)

- Supervised Human Resources team
- Managed personnel records centralization project
- Conceived and implemented HR error check process improvement
- Oversaw employment verification

Administrative Assistant (2001)

- Hired on as full-time staff
- Managed file room

Records Clerk (2000-2001)

- Temporary assignment via staffing agency

Education

BA in Philosophy, University of Colorado Denver

- Graduated with distinction, 4.0 GPA
- Involved in various extracurricular activities including philosophy club and school newspaper.

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REFERENCES

Rebecca Starks

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Diana Koliander-Hart

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25 School St
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