**Jacob Spencer**

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**Education**

* Carl Junction High School Carl Junction, MO

Graduated: May 2011

* Missouri Southern State University           Joplin, MO

*Bachelor of Arts*            Graduated: May 2020

Major: Professional/Technical Writing           GPA: 3.38

Minor: Vocal Music Performance

**Related**

**Coursework**

* Advanced Professional Writing
* Professional Writing
* Technical Writing
* Writing & Research in English
* Creative Writing

**Experience**

* *Community Support Services of Missouri* (Sept ’23 – Present)
  + - * Advocate
        + Completed and submitted various documents
        + Assisted residents with life skills
        + Implemented a team-based behavioral treatment plan
        + Disbursed medication to residents
        + Accounted for residents’ vitals and finances
        + Utilized Google Suite for in-house communication
        + Cleaned and tidied communal living spaces
        + Prepared and put away food around meal times
        + Maintained residents’ overall safety
        + Advocated for residents’ physical and emotional needs
* *City of Columbus, Kansas* (June ‘22 - Feb ‘23)
  + Community Development Coordinator
    - * + Oversaw the administration and implementation of grants with a combined total of over $800,000 in collected and extrapolated data for grant applications
        + Drafted and copy-edited grant applications
        + Assisted the Columbus Land Bank board members by researching properties, reaching out to property owners, and acquiring those properties for the organization
        + Aided the City of Columbus social media marketing outreach by creating graphics and drafting copy for posts
        + Drafted and presented memos for City Council meetings
        + Regularly attended and contributed to Columbus Chamber of Commerce meetings on behalf of the City of Columbus
        + Prepared for various organizational meetings by drafting agendas, facilitating discussions, and taking minutes
        + Collaborated with other City department heads for the betterment of all citizens of Columbus, Kansas
* *Columbus News-Report* (Oct ‘21 - June ‘22)
  + Reporter

- Consulted and collaborated with community members

- Educated the public utilizing researched information

- Reported on city and county governing board meetings

- Composed and copy-edited copy for news articles

* *Ozark Center - Turnaround Ranch* (Mar ‘21 - Oct ‘21)
  + Residential Psych Tech

- Monitored and mentored residents

- Offered valuable input at team meetings

- Recorded clients’ behavior in writing

* *Carl Junction Schools*  (Sep ’20 - May ‘21)
* Substitute Teacher

- Managed productive learning environments

- Methodically followed written directions

* *MSSU University Relations & Marketing* (Jan ’20 - Mar ‘20)
  + Professional Writing Intern

-  Wrote articles for Crossroads Magazine and MOSO Minute

-  Researched and interviewed subjects

-  Copy-edited news articles and press releases

**Honors and**

**Memberships**

* Chair – PACCC - a 501(c)(3) organization (Jan ’23 -Feb ’23)
* Pathways to a Healthy Kansas Grant Admin. (June ’22 - Feb ’23)
* Chronic Disease Risk Reduction Grant Admin. (July ’22 - Feb ’23)
* Safe Routes to School Grant Admin. (Dec ’22 – Feb ’23)
* PACCC coalition member (June ’22 - Feb ’23)
* City Liaison – Columbus Land Bank (June ’22 - Feb ’23)
* Cherokee County LHEAT member (June ’22 - Feb ’23)
* Columbus PRIDE member (Oct ’21 - Feb ’23)
* Missouri Substitute Teacher Certificate (Sep ’20 - Sep ’24)
* MSSU Choirs Section Leader (Aug ‘14- May ‘19)
* Vocal Music Performance Scholarships (Aug ‘11- May ’19)
* Destination Imagination Globals Competitor (May ’11)

**References**

* Heather Lesmeister

Executive Director

Spiva Center for the Arts

Joplin, MO

417-529-1740

* Scott Meeker

Communications Specialist

Liberty Utilities Central

Joplin, MO

417-499-9486

* Dr. David Sharlow

Choral Activities Director

Missouri Southern State University

Joplin, MO

312-402-8583