

Jeanetta Calhoun Mish

1466 Morning Glory Road NE, Albuquerque, NM 87122
405-219-2299 jlcmish@gmail.com
jeanettacalhounmish.com

WRITER & EDITOR

Professional writer and editor with thirteen years of practice-based editing and desktop publishing experience. Nine years as a remote worker. Strong writing, editorial, public speaking and facilitating skills for diverse student, academic, professional and general audiences.

PERSONAL & PROFESSIONAL ATTRIBUTES

Coaching approach in teaching and editing	Outstanding prioritization skills
Self-motivating and deadline-driven	Honesty, humor, patience
Exceptionally organized multi-tasker	Effective communicator, verbal and written

PROFESSIONAL EXPERIENCE

Director, The Red Earth MFA in Creative Writing, 2012-July 2020

- Administered program remotely using email, Google Drive, Docs, Forms, and Sheets
- Tracked and maintained active communication with alumni and prospects
- Established and maintained active communication with faculty, staff and supervisors
- Supervised and collaborated with a faculty of creative writers.
- Organized ten-day residencies (conferences) for MFA program, twice a year
- Taught Literary Magazine Editing & Publishing, Craft of Poetry and other courses

Editor and Publisher, Mongrel Empire Press, 2007-Present

- Collaborated with authors to prepare books for publication
- Developmental editing, line editing, proofreading, copyediting, typesetting, cover design
- Publisher of the Year, Wordcraft Circle of Native Writers and Storytellers, 2012

Edited special issues of *World Literature Today*, *Sugar Mule Literary Journal*, and *Journal of Working Class Studies*

Peer Reviewer, University of Oklahoma Press

MLA and AP Styles

Poynter / ACES Certificate in Editing

Jeanetta Calhoun Mish

Page 2

BOOK PUBLICATIONS

What I Learned at the War (poetry), West End Press, 2016.

Oklahomeland: Essays, Lamar University Literary Press, 2015

Work Is Love Made Visible: Collected Family Photographs and Poetry, West End Press, 2009

Western Heritage Award, WILLA Award (Women Writing the West), Oklahoma Book Award

Tongue Tied Woman, Edda Poetry Chapbook for Women Competition winner, 2002

OTHER PUBLICATIONS

200+ poems, 40+ book reviews, nonfiction & fiction, 25+ academic articles and presentations

EDUCATION & CREDENTIALS

University of Oklahoma, Doctor of Philosophy in English, 2009

University of Texas Permian Basin

Master of Arts in English, 2003; Bachelor of Arts in English summa cum laude, 2001

Poynter / ACES Certificate in Editing, 2020

TECH SKILLS

Vellum (ebook production)

Adobe Acrobat

Microsoft Office 365

Mac Pages, Keynote, Numbers

Graphic Converter

Sparkle (website creator)

Google Drive, Docs, Sheets, Forms & Slides

NEW SKILLS

Courses in Progress

Adobe InCopy

Adobe InDesign

Adobe Lightroom

Adobe Illustrator

Adobe Premier Rush

Purdue University Data Storytelling Certificate

FOR MORE INFORMATION

Portfolio, curriculum vitae and career timeline
are available at my website: jeanettacalhounmish.com