

JEMMA JANE FOX

New York, NY and Los Angeles, CA – jemmajanefox@gmail.com – (917)-993-2311

EDUCATION

Loyola Marymount University; Los Angeles, CA

August 2022-May 2026

Bachelor of Arts

- Journalism Major, Political Science Minor
- GPA: 3.95, Dean's List 2022 & 2023
- Additional Involvements: Pi Beta Phi Women's Fraternity – Director of Member Conduct, LMU Hillel, Share a Meal, Los Angeles Loyolan

Little Red School House and Elisabeth Irwin High School; New York, NY

September 2018-June 2022

- GPA: 3.9
- Additional Involvements: Yearbook Editor, Varsity Basketball Captain and MVP, Varsity Volleyball, Constitutional Law Club, Feminism Club

WORK EXPERIENCE

Los Angeles Loyolan; Los Angeles, CA

February 2023-Present

Assistant Section Editor of Copy

- Lead comprehensive editing, proofreading and fact-checking processes for feature articles
- Collaborate closely with team members to ensure accurate, clear and high-quality information is published
- Play pivotal role in upholding credibility and readability of award-winning university newspaper

42West Public Relations; New York, NY

May 2023-August 2023

Strategic Communications Intern

- Conducted comprehensive research, pitched journalists and compiled media lists, press breaks, and briefs for high-profile clients, including HBO, Warner Music, Lionsgate, St. Jude, and MRC Entertainment
- Collaborated closely with leaders of strategic communications division contributing to team initiatives
- Provided valuable support during high-profile press events, including film premiere at Tribeca Festival

Westville Restaurant Group; New York, NY

June 2022-August 2023

Take Out Host

- Managed front-of-house operations in a bustling and popular restaurant, overseeing table arrangements and accommodating groups with special requests efficiently
- Organized and managed reservations via phone and walk-ins, ensuring seamless coordination with scheduling demands and kitchen output to prevent overbooking and maintain service flow

Live Nation Women; Remote

March 2022-April 2023

Intern

- Executed thorough research regarding current state of gender equity in music industry
- Assumed a key role in presenting comprehensive research findings and information, offering vital support to organization's president

Flightpath; New York, NY

April 2019-April 2022

Data Entry Specialist

- Provided assistance as needed for various data entry projects within a dynamic digital marketing agency
- Spearheaded data entry projects, including inputting data into websites and uploading social media content for digital marketing campaigns

Camp Robin Hood; Freedom, NH

June 2021-August 2021

Assistant Group Leader

- Entrusted with development and leading of daily activities for twenty-two thirteen year old girls in a residential setting, as well as ensuring camper's safety and wellbeing

ADDITIONAL INFORMATION

Additional Skills: Copy Editing (including AP Style), Grammatical and Writing Skills, Communication, Time Management, Attention to Detail, Problem Solving, Teamwork

Technical Proficiencies: Microsoft Office Programs (Word, PowerPoint, Excel etc.), Canva, MuckRack, Cision

Interests: TV, Film and Theater Industries; Travel; US Politics; News Media; Social Justice