

# JESSICA CYPHERS

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## Summary

Copy editor and writer with 10+ years of experience editing, fact-checking, and polishing high-stakes content across journalism, government, and digital publishing. Strong background in AP style, copy desk workflows, and deadline-driven environments, including news, long-form narratives, and complex, sensitive topics. Known for razor-sharp attention to detail, sound editorial judgment, and collaborative work with reporters, editors, and cross-functional teams using Google Docs, WordPress, and workflow tools.

## Skills

### Editorial and copy desk

- Copywriting
- Copyediting
- Line editing
- AP style mastery
- Corrections and clarifications
- Headline and display copyediting
- Standards and style enforcement
- Long-form and investigative editing
- Fact-checking and verification
- Digital communication

### Digital publishing and tools

- Microsoft Word
- Adobe Acrobat
- Google Docs
- WordPress, Wix (CMS)
- Trello and workflow tools
- Social and newsletter copy

## Editorial and Copy Experience

### TECHNICAL WRITING SPECIALIST | 01/2015 – 12/2022

Sonoma County Water Agency (SCWA) – Santa Rosa, CA

- Edited and proofread technical, legal, and regulatory documents to ensure accuracy, consistency, and clarity.
- Collaborated with engineers, attorneys, and project managers to translate complex information into accessible, reader-focused copy.
- Carefully edited sensitive, high-stakes material for accuracy, tone, and compliance.
- Performed rigorous quality checks to verify facts, figures, and alignment across text and supporting materials.
- Co-developed and enforced a technical writing style guide to improve consistency across publications.
- Managed multiple projects simultaneously while meeting strict deadlines and compliance standards.
- Supported communication workflows both in person and through weekly team coordination via Zoom and Microsoft Teams.

### FREELANCE REPORTER | 08/2012 – 12/2014

The Mountain Democrat – Placerville, CA

- Reported and wrote deadline-driven local and breaking news, government coverage, and community stories for print and digital publication.
- Conducted interviews and independently fact-checked reporting to ensure accuracy, fairness, and clarity.
- Collaborated closely with editors to refine story focus, structure, and style prior to publication.
- Adapted copy to publication style guidelines and audience expectations under tight turnaround times.

### COPYWRITER | 05/2007 – 12/2009

True North Custom Publishing – Chattanooga, TN

- Produced high-volume written content (1,200+ words per day) for diverse healthcare clients, maintaining quality and accuracy.
- Interviewed executives, clinicians, and subject matter experts to develop engaging, informative articles.
- Translated complex medical information into reader-friendly content, suitable for broad audiences.
- Ensured all articles met AP Style, Chicago Style, and custom client guidelines.
- Assisted editors with revisions, updates, and accuracy corrections prior to publication.
- Strengthened brand messaging by aligning tone and structure with each client's communication goals.

## Other Experience

### ADJUNCT PROFESSOR OF ENGLISH | 10/2024 – Present

South College – Knoxville, TN

- Facilitated two to four online English courses per quarter, ensuring clear communication and engagement in a fully digital environment.

- Provided individualized feedback on writing assignments within strict 72-hour turnaround timeframes.
- Supported student success by monitoring progress and proactively communicating with students and academic leadership.
- Strengthened digital learning through structured interactive course elements to support engagement, retention, and program success.
- Applied editorial best practices to help students improve clarity, grammar, and professional writing skills.

#### **ADJUNCT PROFESSOR OF ENGLISH | 08/2025 – 12/2025**

##### **Pellissippi State Technical Community College – Knoxville, TN**

- Created and delivered engaging instruction for four English sections, strengthening writing skills across diverse student populations.
- Taught and enforced style and formatting standards in student work.
- Provided fast, timely feedback on student writing regarding clarity, grammar, and structure.
- Managed high-volume workloads under academic deadlines.

#### **ADJUNCT PROFESSOR OF ENGLISH | 08/2020 – 07/2025**

##### **University of Tennessee – Knoxville, TN**

- Delivered high-quality instruction across multiple online and in-person writing courses to enhance student communication proficiency.
- Developed and refined syllabi and course materials to align with academic standards and writing industry expectations.
- Used published works and writing theory to teach clarity, structure, and rhetorical decision-making.
- Designed exercises to build students' analytical and research capabilities.
- Maintained accurate digital records and ensured that course communication was precise, timely, and well-structured.

#### **ENGLISH & MATH INSTRUCTOR | 04/2014 – 12/2014**

##### **Eye Level Learning Center – San Ramon, CA**

- Developed customized lesson plans that improved student understanding across writing, grammar, and foundational math.
- Taught students ages 4–14 using interactive, communication-driven learning strategies.
- Led summer writing programs that strengthened students' composition and reading comprehension skills.
- Provided constructive feedback to support academic growth.

#### **ELEMENTARY TEACHER (ESL) | 08/2011 – 07/2012**

##### **Hong Kong Adventist Academy – Clear Water Bay, Hong Kong**

- Delivered multi-subject instruction to English-language learners using clear, supportive communication techniques.
- Developed lesson plans that reinforced reading, writing, and critical thinking.
- Coordinated educational activities and experiential learning projects.
- Communicated learning goals and expectations clearly to students and families.
- Supported diverse learning needs through differentiated instruction.

#### **ENGLISH CAMP DIRECTOR | 01/2010 – 07/2011**

##### **New Taipei City English Wonderland – Shihmen, Taiwan**

- Directed a team of seven teachers, ensuring smooth communication, scheduling, and instructional consistency.
- Led language-immersion activities that improved student engagement and English fluency.
- Oversaw curriculum delivery and coordinated with camp administrators to optimize programming.
- Managed daily staff coordination and problem-solving.
- Maintained a positive, structured learning environment for fifth- and sixth-grade students.

## **Education**

### **University of Tennessee- Knoxville | Master of Arts**

Rhetoric, Writing, and Linguistics, 2020 – Summa Cum Laude Graduate

### **Southern Adventist University- Bachelor of Arts**

English (Journalism Minor), 2007 – Cum Laude Graduate; English Major of the Year

## **Awards & Publications**

- Master's Thesis: "The IBC-Why Model: Juggling structure and rhetorical theory in the first-year composition classroom"
- Sigma Tau Delta Honor Society Member