

Jon Lehr

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Education

York College of Pennsylvania
Bachelor of Arts in Professional Writing
Minor: Creative Writing
Dean's List fall 2020 and spring 2021

York, PA
December 2022
GPA 3.91

Professional Experience

York College of Pennsylvania

York, PA

The York Review

August-December 2021

- Print editor for the 28th volume of the college literary magazine.
- Plan the production schedule with the rest of the print team.
- Raise student awareness for the magazine including promotional events on and off campus.
- Design the layout of the magazine in Adobe InDesign.
- Lead group discussion while voting on submitted work.
- Redesign the layout and cover of Volume 27 to make it more aesthetically pleasing.

Rough Draft Podcast

January-May 2021

- Co-host and sound designer for season nine.
- Write scripts, interview guests including poet Major Jackson, and edit episodes in Adobe Audition.

Cultural Alliance of York

August-December 2020

- Reconstruct donation flyers and information packets using InDesign and Photoshop based on the feedback provided over several client meetings.

Spartan Food Pantry

January-May 2021

- Improving the SEO for the SFP website and creating social media content along with posters to raise awareness for this campus resource.

Treasurer of the York College Film and Media Society

August 2020-May 2021

- Plan a biannual budget and allocate finances for various events.

Mason Jar Press

Intern

January 2022-Present

- Research publication contests, write summaries of those contests, and submit entries on behalf of Mason Jar.
- Use the program Submittable to slush read submissions for *The Jarnal* volume 2 and the 1729 Prize in Prose Contest before summarizing and voting on those submissions with other readers.
- Carry out various virtual office tasks such as writing and sending emails.
- Assist in selling and pitching books at the American Writers and Writing Programs conference.

FedEx

Package Handler

January 2022-Present

- Handle, sort, and load packages up to 150 pounds into delivery trucks in a fast-paced environment.
- Ensure that boxes are undamaged and ready to be shipped.
- Keep a clean and organized working space within a warehouse.

Estes Express Lines

Dispatcher

June 2016–September 2020

- Supervised five customer care representatives and billing clerks to complete various office tasks including, but not limited to, answering phones, data entry, and relaying directions from management.
- Coordinated pickups with customers and administer drivers to the client location in a timely manner.
- Ensured that all shipping information is accurate and meets the Department of Transportation safety standards.
- Greeted customers over the phone in a friendly manner, accessed the reason for calling, and transferred the call to the corresponding department

Customer Care Representative

April 2014–June 2016

- Requested and verified appointments with clients to ensure punctual delivery.
- Assisted in billing paperwork and distributed it to the proper supervisors.
- Carried out various office tasks such as data entry, sorting paperwork, and answering emails.

Publishing and Awards

- Runner up for the Bob Hoffman Award Spring 2022 in Poetry
- Runner up for the Mary J Diamond Award for Poetry Spring 2020
- 9 poems published in volumes 26, 27, and 28 of The York Review