

Jessica R.D. Robinson

(765) 580-0922 | jessicardrobinson@gmail.com

[Jessica Robinson LinkedIn](#) | jessicarobinsonportfolio.com

EDUCATION

Miami University, Oxford, OH - August 2018 - May 2022

BA in English: Professional Writing and Public Health: Epidemiology

Humanities Scholar in University Academic Scholars Program, Redhawk Excellence Scholarship recipient, finalist for Mark of Excellence Award from Society of Professional Journalists

EXPERIENCE

Elections Official/Instructional Designer, Cincinnati, OH

Hamilton County Board of Elections | June 2023 - Present

- Created efficient and successful training curriculums for over 3,000 poll workers every election cycle (two - three times per year)
 - *National Clearinghouse Award recipient*
- Composed and edited a 45-page training manual for all full-time staff and poll workers to use throughout Election Day
- Supervised and trained 26 staff members as they presented training curriculums to poll workers

Technical Writer, Loveland, OH

London Computer Systems | May 2022 - June 2023

- Authored technical help file articles for utilizing Rent Manager, a property management software
- Wrote conference lecture summaries on technical capabilities of Rent Manager and Rent Manager Express for conference attendees to use while attending lectures
- Edited and proofread technical writing from coworkers for accuracy and content

VOLUNTEER EXPERIENCE

Political Director, Cincinnati, OH

Rising Republicans | September 2023 - Present

- Led monthly meetings for young Republicans in the Greater Cincinnati area
- Created political ads for local campaigns viewed by over 5,000 people on X
- Interfaced with multiple local campaigns each month to bring in speakers for meetings

Board Member, Cincinnati, OH

Cincinnati Right to Life | January 2024 - Present

- Participated in meetings to determine and disseminate the organizational mission
- Authored articles for quarterly newsletter and blog
- Door knocked during election season to educate and encourage thousands of Ohio voters

SKILLS

Adept in Microsoft Office, Asana, Madcap Flare, and Adobe Suite

Adept in editing, writing, creative thinking, and both written and verbal communication