

JOSHUA BOYDSTUN

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EDUCATION

- MA University of Chicago Divinity School, Chicago, Illinois
BA Vassar College, Poughkeepsie, New York

RELEVANT EMPLOYMENT

Freelance Editing, Research, Writing, and Design July 2013 – Present

- Copyedited, formats, and fact-checks articles, dissertations, and books in the humanities and social sciences, with particular strengths in Jewish studies and religious studies
- Formats citations, bibliographies, and image credits, specializing in APA, Chicago, MLA, and SBL styles
- Provides research assistance to graduate students, professors, and institutions
- Romanizes and transliterates non-English text
- Designs fliers, posters, brochures, and promotional materials for print production and digital marketing

Department of Modern Languages and Cultures, University of Rochester Rochester, New York

Academic Program Assistant September 2013 – June 2017

- Designed print and digital posters, brochures, fliers, postcards, and other promotional materials for events, programs, and courses
- Maintained and updated department website (including newsfeed and events calendar), Facebook account, faculty and student email lists, and information in university handbooks and resources
- Provided broad administrative support to faculty and graduate instructors
- Managed course schedules, special events, and departmental activities

Jewish Farm School Philadelphia, Pennsylvania

Rabbinic Intern September 2012 – September 2013

- Wrote monthly articles on Judaism and sustainability for the Jewish Farm School blog
- Revised and expanded the Organic Farm Alternative Break curriculum, comprising traditional Jewish texts and contemporary perspectives on food justice and environmental sustainability
- Researched and crafted new curricula for Shtetl Skills workshops, which paired Jewish texts and traditions with practical skills for urban gardening, sustainability, and grassroots development

Joseph Regenstein Library, University of Chicago Chicago, Illinois

Circulation Services Supervisor September 2010 – July 2011

- Assisted faculty, students, and visiting scholars with research requests
- Enforced policies and procedures for maintaining a scholarly environment in the library

Earth First! Journal Tucson, Arizona

Editor March 2005 – June 2008

- Solicited, reviewed, and generated content for publication
- Copyedited and proofread content in accordance with house style and AP style
- Supervised and assisted with graphic design and layout
- Oversaw communications with authors, subscribers, customers, vendors, and distributors

Autonomea Press Brooklyn, New York

Publishing Intern August 2003 – January 2005

- Copyedited and proofread manuscripts
- Provided fact-checking and research for projects in development
- Reviewed manuscript submissions and aided in content selection
- Assisted with book layout

COMPUTER PROFICIENCY

- Adobe Creative Cloud 2018 (and earlier)
 - Acrobat DC
 - Dreamweaver CC (2018)
 - InDesign CC (2018)
 - Photoshop CC (2018)
- FileMaker Pro 16.0
- Mellel 4.0
- Microsoft Office 2016 (and earlier)
 - Excel
 - PowerPoint
 - Outlook
 - Word
- OpenOffice.org 3.4
- Operating Systems
 - Apple iOS 10.3
 - Apple macOS 10.12 (Sierra)
 - Microsoft Windows 10
- QuarkXPress 2017
- Scrivener 2.8 (macOS)
- Web Browsers
 - Apple Safari 10.1
 - Google Chrome 61.0
 - Mozilla Firefox 55.0
- Web Content and Social Media
 - Constant Contact
 - Facebook
 - Google
 - Docs
 - Drive
 - Forms
 - Sheets
 - Voice
 - Instagram
 - Tumblr
 - Twitter
 - WordPress

LANGUAGE PROFICIENCY

- Modern Hebrew (Advanced: four years of study)
- Reading Languages
 - French (High pass on University of Chicago French Reading Exam, 2009)
 - Biblical Hebrew (Advanced: three years of study)
 - Mishnaic Hebrew and Talmudic Aramaic (Intermediate: two years of study)
- Romanization Experience
 - Arabic
 - Hebrew (Biblical and Modern)
 - Russian
 - Yiddish

STYLE GUIDES

- *Associated Press Stylebook*, 2017
- *The Bluebook: A Uniform System of Citation*, 20th ed.
- *The Chicago Manual of Style*, 17th ed.
- *MLA Handbook*, 8th ed.
- *MLA Style Manual and Guide to Scholarly Publishing*, 3rd ed.
- *Publication Manual of the American Psychological Association (APA)*, 6th ed.
- *The SBL Handbook of Style*, 2nd ed.