

JEFF SHUSTER

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QUALIFICATIONS SUMMARY

Creative, detail-oriented professional with solid education and experience in libraries and information services; poised to excel in as an information professional.

- ▶ **Programming:** Demonstrated achievement in customer service in libraries, fulfilling duties in information and circulation departments, developing creative writing presentation for teens and adults, and marketing library programs through social media and newspaper ads.
- ▶ **Communication:** Articulate communicator with strong interpersonal talents, a passion for cultivating working relationships, and proven strengths in active listening, presentation, and collaboration. Maintains high standards; adept at prioritizing and managing multiple projects while meeting daily deadlines.
- ▶ **Writing and Editing:** Proven success creating original work with proper tone, feeling, and sentence structure for a variety of platforms; educates and persuades readers with clear and engaging content. Accomplished editor and proofreader; edits for clarity, grammar, and presentation in accordance with house, AP, and Chicago style guides.
- ▶ **Additional Strengths:** Technologically savvy; proficient in Microsoft Office Suite, Prezi, Canva, Sierra, and Polaris. Fluent in digital technology, including websites, blogs, and social media. Rapidly learns and applies new software, tools, and experiences.

EDUCATIONAL BACKGROUND

Master of Fine Arts in Creative Writing, UNIVERSITY OF CENTRAL FLORIDA, Orlando, Florida

Bachelor of Arts in English: Creative Writing, UNIVERSITY OF SOUTH FLORIDA, Tampa, Florida

Associate of Science in Film and Video Production, FULL SAIL UNIVERSITY, Winter Park, Florida

Received Course Director's Award in Screenwriting

Associate of Arts in Film Studies, MANATEE COMMUNITY COLLEGE, Bradenton, Florida

PROFESSIONAL EXPERIENCE

UNIVERSITY OF CENTRAL FLORIDA: *THE FLORIDA REVIEW*, Orlando, Florida (2012 – Present)

Fiction Staff (2013 – Present)

Read submissions for a nationally distributed literary magazine; provide feedback to support editor in accepting work for upcoming editions.

Managing Editor (2012 – 2013)

Served as senior staff; supervised undergraduate interns. Read and vetted fiction, creative nonfiction, and poetry submissions. Collaborated with colleagues in final literature selections, and proofread pieces before print publication.

Selected Contribution:

- Analyzed profit ratios for Nook, Kindle, and Apple Store while investigating opportunities for an e-book version of the magazine; compared offers and researched software options for converting Adobe InDesign files to e-reader format.

NORTH PORT LIBRARY, North Port, Florida

Library Assistant (2014 – 2026)

Supported librarians in providing superior service to patrons in Circulation, Information Services, and Children's departments. Organized books, located titles with catalogue and NoveList database, collected fines, managed volunteers, and assisted with development and marketing of book discussions and other programs.

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Selected Contributions:

- Created original Facebook promotions and newspaper ads that motivated readers to attend adult services programs; played an essential role in the promotion and success of the Zentangle program.
- Served as One Book Sarasota selection committee member; recommended titles and collaborated with colleagues in choosing the annual One Book, hosting a public event with the author, and producing related programs to be launched throughout the year; suggested the title that was adopted as 2019's One Book.
- Implemented and led a monthly creative writing workshop for Sarasota County teenagers; improved teens' writing skills and self-esteem with engaging lessons, follow-up exercises, and a safe learning environment.
- Supervised and participated in Library Lifesavers program, offering members one-on-one technology support.
- Honored with multiple Superstar Awards for exceeding expectations.

UNIVERSITY OF CENTRAL FLORIDA, Orlando, Florida (2012 – 2014)

Instructor: Creative Writing for English Majors (2013 – 2014)

Developed and delivered introductory creative writing curriculum in three genres: fiction, creative nonfiction, and poetry. Selected course materials, conducted face-to-face instruction, and facilitated class discussions. Composed and evaluated assignments, providing detailed comments on written work. Held regular office hours for individual support.

Selected Contribution:

- Received positive student and faculty evaluations, including commendation for effective classroom management.

Graduate Teaching Assistant (2012 – 2013)

Assisted in organizing and managing Form and Theory of Creative Writing, a hybrid face-to-face and online course. Crafted and executed lesson plans, guided online discussions, and provided thorough notes on assignments.

Selected Contributions:

- Received favorable feedback from the professor concerning student education and engagement.
- Fostered excellent public speaking skills while delivering lectures for the 180-student class.

SUNCOAST MEDIA GROUP, INC., Port Charlotte, Florida

Webmaster (2006 – 2012)

Oversaw online publication for several local newspapers published under the Sun name. Composed press materials; posted articles, images, and ads, ensuring seamless format and content conversion from print to digital. Prioritized and managed multiple tasks while meeting tight deadlines and maintaining quality standards.

Selected Contribution:

- Troubleshoot computer, internet, and other technological issues to ensure nightly upload of e-edition.

Additional Experience

Books-A-Million, Port Charlotte, FL ▪ **Hardback Specialist** (2001 – 2003)

Camouflage Media, New York, NY ▪ **Assistant Editor** (2002)

COMMUNITY INVOLVEMENT

THE DRUNKEN ODYSSEY: A PODCAST ABOUT THE WRITING LIFE, **Writer** (2013 – Present)

- Weekly Blog, "The Curator of Schlock," 2013 – Present
- Poem, Episode 284: Horror Movie Poetry Night IV, 2017