

JAZZ DAVIS BOOTHBY
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EXPERIENCE

LOS ANGELES REVIEW in Los Angeles, CA
(Fiction Reader from 2023 — Present)

Read and evaluate fiction submissions efficiently on an ongoing basis. Collaborate with writers to edit pieces as needed. Ensure the fiction team remains on schedule with the production calendar.

SPECIAL OFFER INC. in New York, NY
(Copywriter from 2020 — Present)

Create SEO driven customer-facing copy by working closely with clients. Collaborate with designers to develop creative copy within style parameters. Drive engagement by developing corporate newsletters and bylines.

NEW YORK REVIEW OF BOOKS in New York, NY
(Editorial Fellow from 2022 — 2023)

Sourced, organized, and shipped galleys, fact checked and proofread drafts, managed the NYRB submissions inbox, conducted research for and communicated with authors, compiled images to accompany pieces. Utilized Microsoft Office programs to track deadlines, schedule meetings, and manage projects. Proofread, copyedited, fact-checked, and authored contributor profiles for NYRB's online platform.

SELECTED PUBLICATIONS

2023	“Dicklyn”
2023	“You Were Pushing Up Against Me”
2023	“Mr. Binky’s Adult Superstore”
2022	“The Gland”
2022	“Two Stories Across from the Cemetery”
2022	“Revisiting the Past with Colm Tóibín”
2022	“Hopewell”

EDUCATION

Bachelor’s Degree in
English & Creative Writing
from Baruch College

Associate’s Degree in
Journalism from
Santa Monica College

RELEVANT SKILLS

Writing
Editing
Content Marketing
SEO & Google Adwords
Google Analytics 4
Microsoft Office
Adobe Creative Suite
Figma & Sketch

The Spread
The Spread
Hobart Pulp
Expats Press
Johnny America
New York Review of Books
Misery Tourism