

**Jana Miller Langemach**  
Lincoln, Nebraska

**Employment Objective:** Seeking a communications position in the private or public sector or an educational setting in which to use well-developed writing, editing, interviewing, photography, and research skills to further the mission of the organization and to communicate effectively internally and externally. Offering strong skills in communicating through traditional media, as well as social media, and familiarity with MS Word, PowerPoint, AP style, web writing, and Emma newsletter service.

**WORK EXPERIENCE**

- 2019 - Present      Communications Consultant, Nebraska State Bar Foundation, Lincoln, NE, part-time
- Write and edit correspondence for the Foundation.
  - Research and write speeches and informal remarks for Foundation executive director and board president.
  - Compile, write, edit e-newsletter for delivery to Foundation Fellows and friends.
  - Write and edit multi-page program booklets for Legacy of Liberty Breakfast and Fellows Dinner.
  - Prepare content for website.
  - Write, edit and disseminate news releases.
- Summer 2019      Activities Agent, Grand Teton Lodge Company, Vail Resorts, Moran, WY, seasonal
- Worked on a team of four selling tickets to activities offered by Grand Teton Lodge Company to park guests including horseback riding, cruises on Jackson Lake, raft trips on the Snake River, and bus trips to Yellowstone National Park and Grand Teton National Park.
  - Took payment by credit card or cash and maintained an accurate cash balance each day.
  - Advised park visitors on available activities and attractions in the park, including drive and wait time. Offered suggestions for hiking opportunities, wildlife viewing, dining recommendations, and travel routes.
  - Assisted in the routine care and maintenance of the Activities Booth, including cleaning, restocking promotional materials, and securing the building each night.
  - Provided enthusiastic, knowledgeable customer service to help park visitors enjoy an “experience of a lifetime,” according to Vail Resorts mission.
- 2011 – 2019      Communications Director and Executive Assistant, Nebraska State Treasurer’s Office, Lincoln, NE

- Wrote and distributed news releases to Nebraska media to promote the Office of State Treasurer as a leader in financial education, college financing, consumer protection, and the timely receipt and payment of child support to families
- Responded to media inquiries promptly and served as spokesperson for the office as necessary
- Arranged and invited media to news conferences and helped arrange events for financial literacy initiative
- Maintained social media platforms, increasing the number of followers
- Wrote content for website and Intranet and worked with IT staff to enhance content and design; worked with IT staff to create ongoing directory of news releases and photos from 2011 on
- Wrote speeches, letters, and reports for the Treasurer, most recently a citizen-centric financial report on Nebraska government posted on the StateSpending.Nebraska.gov website, maintained by the Treasurer's Office
- Conducted in-depth research of available financial literacy programs resulting in the Treasurer's financial education initiative
- Assisted division directors in preparing written documents including letters and reports and in preparing for special events
- Photographed events for the office and prepared photos to post on social media and on website and Intranet
- Prepared copy, edited, proofread, and helped with layout of office brochures and annual Unclaimed Property tabloid
- Prepared electronic newsletter for office three times a year

2004 - 2014

Part-time Lecturer, University of Nebraska-Lincoln College of Journalism and Mass Communications, Lincoln, NE

- Taught Business Communication to business majors and non-majors
- Prepared classroom materials including lesson plans, lectures, PowerPoint presentations, tests, in-class activities and writing assignments to replicate the workplace
- Mentored students individually to improve writing

2000 - 2014

Freelance Writer and Editor, *CEHS News*, College of Education and Human Sciences, University of Nebraska-Lincoln, Lincoln, NE

1991 - 2014

Freelance Writer and Editor, *Dental Bulletin* magazine and later *Cornhusker Impressions* newsletter, UNMC College of Dentistry, Lincoln, NE

- Wrote, edited, proofread and arranged photography for 24-page magazine and successor 12- to 18-page newsletter published three times a year for alumni and friends

1995 – 2012      Freelance Writer, including writing for Bright Lights, Nebraska Press Association, Groundwater Foundation

1986 - 1994      Editor and Writer, Home and Garden supplements, *The Lincoln Journal and The Lincoln Star*, Lincoln, NE

1986 - 1991      Regional editor on Saturdays, *The Lincoln Journal*, Lincoln, NE

1973 - 1986      Reporter, *The Lincoln Journal*, Lincoln, NE

1972 - 1973      Staff member, Associated Press, Minneapolis, MN

1969 - 1971      Reporter, *The Sioux City Journal*, Sioux City, IA

### **COMMUNITY and VOLUNTEER EXPERIENCE**

Junior League of Lincoln, Current Sustainer and Past President (1993-1994)

Nebraska Heritage Room Board, Lincoln City Libraries (Former)

Friends of Lied Board of Directors, Lied Center for Performing Arts (Former)

First-Plymouth Congregational Church, Diaconate Board (Current), Board for Women's Ministries, Board of Christian Outreach, Named to Notable Women of First-Plymouth

Board of Directors, Association of Junior Leagues International, Inc. (1994-1996)

Fellow, Leadership Lincoln VIII

### **EDUCATION**

1972              Master of Science in Journalism, Northwestern University, Evanston, IL

1969              Bachelor of Arts, Journalism, University of Nebraska, Lincoln, NE