

James Jared Ford

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EDUCATION

B.S. in English (Professional and Technical Writing)

May 2021 — Dixie State University (Saint George, UT).

Senior Thesis: “Hermeneutics and ‘Human Evolution’: A Rhetorical Analysis of J.W. Powell’s 1883 Address to the Anthropological Society of Washington.”

RESEARCH INTERESTS & RELEVANT COURSEWORK

Grant Writing:

“Mental and Emotional Wellness Rooms for Washington County School District’s Students: A Proposal to Project Prevent.”

Phonemes and Sound Symbolism:

“The Human Lexicon: Optimized Construction, Interpretation, and Retention of Novel Words for Effective Branding.”

Rhetoric and Social Issues:

“Hermeneutics and ‘Human Evolution’: A Rhetorical Analysis of J.W. Powell’s 1883 Address to the Anthropological Society of Washington.”

Environmental Policy:

Zion National Park: A Fragile Desert Flower—A Documentary by James Jared Ford and Spencer Soule.

Human Evolution:

“Archaic Humans and Contemporaneous Hominins: Humanity’s Blurred Boundaries”

PUBLICATIONS & PRESENTATIONS

“Hermeneutics and ‘Human Evolution’: A Rhetorical Analysis of J.W. Powell’s 1883 Address to the Anthropological Society of Washington.” Public Lecture, Dixie State University, Saint George, UT. 27 Apr. 2021.

Short Story: Ford, James J. “Rattled.” *The Southern Quill*, no. 69, p. 13. May 2019, Dixie State University. – Nathan M. Bell Scholarship award winner

WORK AND PROFESSIONAL EXPERIENCE

SkyWest Airlines — Maintenance — Technical Publications Writer

March 2021 – October 2021

- Produced, revised, and audited General Maintenance Manual (GMM) sections, Standard Operating Procedures, and Appendices to ensure compliance with Federal Aviation Administration (FAA) standards and relevant Federal Aviation Regulations (FARs)

- Coordinated interdepartmental reviews and consultation with Subject Matter Experts (SMEs) for revisions of GMM sections
- Maintained auditable recordkeeping of company documents pertaining to all stages of revision processes

***Route 7 Review* — Fiction and Visual Arts Sections — Student Editor**

August 2020 – December 2020

- Reviewed, edited, and approved or declined Fiction and Visual Arts submissions for Issue #8 of *Route 7 Review*, Dixie State University's online literary journal
- Coordinated with fellow editors to design, organize, and advertise the Issue #8 release

SkyWest Airlines — Flight Operations — Crew Coordinator and Scheduler

November 2017 – November 2018

- Performed essential daily airline operation duties, such as building and assigning trips to crewmember schedules, reflowing flights in progress to save delays and cancellations and monitoring legalities for relevant FARs
- Assisted crew members with a multiplicity of questions and problems related to SkyWest policy, Federal Aviation Regulations, and operations
- Utilized a wide range of software, including CrewTrac, FlightTrac, Fusion GPS, Deltamatic, United SHARES, SkyWest Online tools, and others
- Coordinated with OCC/Dispatch to solve operational issues, and worked with Training, InFlight Support Center, Crew Pay and other departments to solve issues, answer questions, and assist crewmembers

Dixie State University — Facilities Management — Campus Planning Assistant

May 2014 – April 2017

- Drafted drawings for various campus projects and gained three years of AutoCAD (self-taught) and six months of ArcGIS software experience
- Assisted in campus planning and construction design. Coordinated with contractors and other campus departments
- Assisted with campus improvement projects by drafting, editing, and filing plan layout drawings
- Assisted with customer service-related duties for students, faculty, and staff daily
- Assisted with Risk Management and State documents to ensure various projects adhered to laws, regulations, and standards

VOLUNTEER WORK

Proselyting mission, Church of Jesus Christ of Latter-day Saints, Billings, MT, 2016

PROFESSIONAL SKILLS

Functional Experience with XML, Microsoft Word, Excel, PowerPoint, SharePoint, and many other specialized workplace programs such as AutoCAD, Fusion GPS, and ArcGIS

Excellent organizational skills

Experience in recordkeeping

Interpersonal experience in customer and team contexts

Dependable and punctual

REFERENCES

Randy Strate

Manager of Quality Control

SkyWest Airlines

801-910-2694

Donna MacMillen

Technical Publications Writer (GMM)

SkyWest Airlines

406-370-5358

Shauna Gardiner

Manager, Crew Support Operations

SkyWest Airlines

435-634-3814

Sherry Ruesch

Executive Director,

Facilities Management

Dixie State University

435-652-7562

Jon Gibb

Facilities Planning Director

Dixie State University

435-652-7551