

Murray T. (Jack) Jackson III

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PROFESSIONAL EXPERIENCE

Freelance Editor/Writer/Proofreader **2011 to Present**

- Edit, copyedit, and proof a vast array of documents (finance, business, academic, and personal), including those by non-native English speakers (ESL).
- Help authors write, edit, and publish books (see portfolio).
- Proofreader for Equitable Financial Life Insurance (10/2022–2/2023); tech writer for Wells Fargo (2020) and for Charter Spectrum (2019).
- Fully capable of working remotely or in an office or both.

Editor/Writer, Editor World, Virginia Beach, VA **2011 to Present**

- Edit, copyedit, and proof many documents on a wide variety of topics.
- Chosen by diverse clients (many ESL) who consistently provide a five-star rating.
- Contributed to the website's Stevie Awards (Gold 2021 and 2019, Bronze 2018, Silver 2017).

Professor, Strayer University, Huntersville, NC **2008 to 2020**

- Taught the Eng. 315 business writing course many times online and on campus.
- Also taught Eng. 090 introductory, Eng. 115 research, and Eng. 215 advanced research.
- Tutored at the Huntersville Campus and online.

Professor, Central Piedmont Community College, Charlotte, NC **2010 to 2019**

- Taught English classes on the Central, Cato, Levine, and Marancas campuses.
- Participated in regular online training and professional development sessions.

Editor/Writer, Scribendi, Inc., Ontario, Canada **2008 to 2011**

- Edited a wide variety of documents; chose projects and delivered them on time.
- Clients included native and non-native English speakers (ESL), professionals, students, researchers, and creative writers.

Editor/Writer, No Moss Inc., Tokyo, Japan **2007 to 2010**

- Edited the translated or original English financial texts (annual reports, corporate social responsibility reports, etc.) for many major Japanese companies.
- Extensively edited the texts during the early production stages and proofread the final, print-ready documents; involved in content reviews and edits of companies' websites.

Language Arts Teacher, Eastway Middle School, Charlotte, NC **2006 to 2007**

- Completed the Lateral Entry Teacher Program for Charlotte-Mecklenburg schools and taught seventh-grade Honors and Standard Plus classes. Most students exceeded the end-of-grade testing standards.
- Taught five of the nine students in the seventh grade with a grade point average of 4.0, the poetry contest winner, two of the top three talent contest winners, and many student-athletes, Citizen School members, and AVID (college prep) students.

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Managing/Senior Editor, Banc of America Securities, Inc., Charlotte, NC **2001 to 2004**

- Recruited to manage the Editorial Group in high-grade bond research.
- Produced an increasing portfolio of publications that included daily newsletters and updates, weekly and monthly industry reports, company reports, periodic reports (news-related, midterm, and annual), and marketing and conference documents. Made these publications available to investors via mail, e-mail, and on the BoA website.

Managing/Senior Editor, First Union Securities, Inc., Charlotte, NC **1997 to 2001**

- Established and managed the Editorial Group.
- Met steadily rising demand for fixed-income bond research for the high grade, high yield, quantitative, convertibles, and other research groups in Charlotte and New York; also supported the analysts' presentations to clients and at conferences (ex., handouts, brochures, and customized PowerPoint slides).
- Worked on the creation, maintenance, and expansion of the research website.

Prior experience as an editor, writer, teacher, and tutor at financial institutions in Japan (1982–1997).

EDUCATION

- Masters in creative writing, State University of New York at Buffalo, NY, 1981
- Bachelors in English literature/education, Wofford College, Spartanburg, SC, 1980

Portfolio of Recent Publications*

In 2022, I began copy editing a large biography of Rick Sanders, a famous U.S. freestyle wrestler who won two Olympic Silver Medals (1968 and 1972) and numerous other honors. This work is ongoing in 2023.

In March 2021, I edited two novels for two clients and a nonfiction book for another client, which consisted of many previously published scientific articles.

In December 2021, I edited the second novel for the online client who wrote the August 2020 novel below.

In August 2020, I edited a novel about an Arkansas farm boy who became a hitman for the mob and then the head of anti-mob task force in Italy.

In September 2020, I edited a memoir by a woman reflecting on a failed marriage, the loss of a child, and her religious experiences.

In October 2020, I edited a book by a former U.S. Air Force pilot who is now a psychological philosopher with a master's degree in international development and political theory.

In the summer of 2019, I rewrote Jack Brant's 2020 memoir, *Horrendous Healing*, about the deaths of his father by murder and his mother by cancer and his near-death motorcycle accident and subsequent struggles with anger, grief, and redemption.

In the past few years, I've also edited a memoir on yoga, a ministry book for single women, a self-help guide for students, a self-help guide for adults, and a thriller novel by a former convict.

**I cannot include authors' names for most of these projects because I worked with the authors through an online editing site. In the case of Jack Brant, he is a former colleague and I worked directly with him and have his permission to mention his book.*

Other Publications

I worked with Chris Dillon at IR Japan in Tokyo in the 1990s, and many years later he asked me to edit some of his books. <https://landedbook.com/>

- *Landed: China* (Chris Dillon; 2013):
- *Landed: Japan* (Chris Dillon; 2010)
- *Landed: Hong Kong* (Chris Dillon; 2008)

His home page is <http://dilloncommunications.com/>.

I edited/copyedited articles for these publications. <http://www.jcie.or.jp/>

- *Road to ASEAN 10: Japanese Perspectives on Economic Integration* (1999; JCIE)
- *Old Issues, New Responses* (JCIE; 1998)
- *How Electoral Reform Boomeranged* (JCIE; 1998)
- *Challenges for China-Japan-U.S. Cooperation* (JCIE; 1998)

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Eric Hess was my mentor in Tokyo from 1982 to 1997. I wrote the initial drafts for these books and he revised/edited them (<https://www.trussel.com/jap/jbooks01.htm#TH>; choose “H” for Hess and scroll down to find two of these books). For *Over the Seas*, I wrote the text and then participated in recording the book, so students could have an audio version.

- *Red Cross Book for Japanese Conversation* (1; Eric Hess; 1988)
- *Hotline for Japanese Conversation* (2; Eric Hess; 1988)
- *Hotline for Japanese Conversation* (3; Eric Hess; 1988)
- *Over the Seas: Hitachi Zosen* (1983)

All of these books, and many more Japan-related texts, were donated to the Asian Library in Charlotte, NC. in 2018–2019.