John Jones

Curriculum Vitae

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Chicago, IL
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EDUCATION

University of Chicago, Chicago, IL — August 2023
Master of Arts Program in the Social Sciences (History)
Cumulative GPA: 3.76/4.00
Master's Thesis: "Creating Holy Kings in Merovingian Gaul: Piety as a Prerequisite for Ideal Kingship in Gregory of Tours' *Historiae*"
Relevant Graduate Coursework:
History of Christian Thought; Historical Methods; The Latin Manuscript Book from Antiquity to the Middle Ages; Medieval Latin

Truman State University, Kirksville, MO — May 2022
Bachelor of Arts in History, Minor in Classical Studies
Awards: *Summa Cum Laude*, Departmental Honors in History
Major GPA: 4.00/4.00 | Cumulative GPA: 3.91/4.00
Senior Thesis: "The Christianization of the Roman Empire in the Fourth Century CE and Its Impact on Jewish Oppression"
Bachelor of Science in Linguistics
Awards: *Summa Cum Laude*
Major GPA: 3.73/4.00 | Cumulative GPA: 3.91/4.00
Senior Thesis: "Semantic Categorization of Jews in the Theodosian Code"
Relevant Undergraduate Coursework:
History: Theories of History, US History & Historiography, Survey of Modern Europe, Ancient Greece, Greek Literature in Translation
Linguistics: Semantics & Pragmatics, Syntax, Principles of Second Language Teaching, Sociolinguistics, Constructed Languages

PROFESSIONAL WORK EXPERIENCE

Academic and Research Specialist, The University of Chicago Booth School of Business, Chicago, IL
September 2023 – Present

- Supported 6-8 tenure-track or tenured faculty in teaching, research, and administrative tasks
- Copyedited academic articles to assist in the publication process
- Coordinated domestic and international travel plans
- Managed expense reports to ensure accurate disbursement of grants and teaching expenditures

Research Assistant, The University of Chicago Divinity School, Chicago, IL
January 2023 – June 2023

- Conducted primary research on natural theology within Thomas Aquinas' *Summa Theologiae*, including literature reviews and data compilation
- Translated portions of the *Summa Theologiae* from Latin to English
- Funded by Federal Work Study Award

Copyeditor, The Sixteenth Century Journal, Kirksville, MO
May 2022–August 2022

- Reviewed and revised academic articles and book reviews for proper grammar, spelling, syntax, and layout
- Compiled, sorted, and processed over 500 customer orders in local database
- Maintained ongoing accounts for over 5,000 customers

Teaching Assistant, 'LING430: Syntax,' Truman State University, Kirksville, MO
January 2022–May 2022

- Tutored eight students in an upper-level core curriculum class for the Linguistics major, covering various elements of syntactic theory, analysis, and explanation of syntactic structure
- Helped to implement appropriate lesson plans
- Corrected and guided work on syntactic research papers and projects
- Aided students in creating an understanding learning environment

Student Ambassador, Ruth W. Towne Museum and Visitor Center, Truman State University, Kirksville, MO
August 2020–May 2022

- Provided over 200 90-minute tours to prospective Truman State University students, showing campus facilities, and highlighting university achievements
- Answered ~30 questions per week on the Truman application process, residential life, and opportunities offered by Truman State University
- Studied campus demographic and geographic information to accurately market the university
- Provided service to and support of Admissions staff during large campus events, answered program questions, and communicated with professors and students about enrollment and opportunities available at Truman

Special Collections and Archives Intern, Duane G. Meyer Library, Missouri State University, Springfield, MO
June 2021–August 2021

- Digitized over 700 photographs at 600dpi and created 100+ metadata entries
- Designed and installed two standing exhibitions with 25+ high-resolution facsimiles
- Assessed and processed a 22cf. collection of documents, writings, and other materials

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Assistant to the Chair of the Undergraduate Council, Truman State University, Kirksville, MO
August 2019 – May 2020

- Created a new website to organize 10+ years of administrative materials
- Organized 500+ administrative materials viewed by the Undergraduate Council to improve efficiency and track administrative changes over time

Saint Louis Gateway Arch National Park Tour Guide, Bi-State Development, St. Louis, MO
May 2019 – August 2019

- Led a dozen 40-person groups per day on 30-minute tours on the history of the Gateway Arch and its impact
- Facilitated safe travel to and from the top of the Arch with an advanced tram system
- Answered hundreds of questions about the Arch and interacted with guests

ACADEMIC CONFERENCES

Panelist, "Public History Point of Entry: Student Reflections on Internships in Museums and Archives," Missouri Conference on History 64th Annual Meeting. Jefferson City, MO, March 16-18, 2022.

LANGUAGES

- Latin (proficient)
- Attic Greek (elementary fluency)
- German (intermediate fluency)

SKILLS

- Computers: Microsoft Office, Adobe Suite, HTML, Markdown, XML, WordPress
- Administrative: Data Entry, QuickBooks, Problem Solving

PROFESSIONAL AFFILIATIONS

Member, Phi Alpha Theta

President, Nu-Chi Chapter August 2021–August 2022

- Led biweekly meetings by developing an agenda and goals for the group
- Organized the editing and printing of *The Apprentice Historian*, an undergraduate historical research journal
- Coordinated recruitment of new members into Phi Alpha Theta

Member, Eta Sigma Phi

- Attended regular meetings to discuss a variety of classical topics
- Competed in national translation contests

Member, Historical Society, Truman State University
- Attended weekly meetings to discuss a variety of historical topics
- Aided other students with research and writing projects

HONORS & AWARDS

- Maroon Scholarship, University of Chicago ($30,000)
- Federal Work Study Award ($4,860)
- Harry S. Truman Leadership Scholar ($10,000 per year), Truman State University, August 2018 – May 2022
- Maurine Dallas Watkins National Latin Translation Contest, 2nd Place in Intermediate Latin

SERVICE

Worship Leader, Campus Christian Fellowship, Truman State University, January 2019 – May 2022
- Led worship for a congregation of 150+ people several times per month. Organized the involvement of different band members, planned the music set, and set up music equipment as needed.

Small Group Leader, Campus Christian Fellowship, Truman State University, August 2019 – May 2022
- Led a 90-minute small group of 8 – 15 people on a weekly basis, covering a variety of material. Worked to facilitate free and open discussion