

D.E. JAMES MILLS

EDITOR, WRITER, WANDERER

🏠 Bloomington, IN

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🌐 <https://jamesdmills.com>

EDUCATION

B.A. English, Creative Writing and Psychology

Southern New Hampshire University

May 2025

- Concentration in Fiction writing.
- Cumulative GPA: 3.6
- Honor Roll awarded for 11 terms, President's List awarded for 3 terms.

SKILLS

Publishing Software:

Adobe InDesign, Adobe Photoshop, Adobe Illustrator, Microsoft Word, Kindle Direct Publishing

Administrative Software:

Microsoft Excel, Microsoft Access, R 4.4.1

Other skills:

HTML/CSS, Linux Terminal, UNIX Shell, Structured Query Language (SQL), Python 3

RELEVANT COURSEWORK

New Media: Writing and Publishing - ENG-421

Student study the latest trends in new media writing and publishing, gaining understanding of today's digital environment. This course focuses extensively on writing content for a variety of digital formats.

RELEVANT PROJECTS

Editor

The Literary Fantasy Magazine

Jun 2024 - Present

Orchestrated the launch of a new literary magazine, a digital platform curating exceptional character-driven fantasy literature, managing an editorial team of 3 volunteers. Performed the developmental and copy editing for 30 accepted manuscript submissions between two forthcoming issues, culminating in the successful release of the first issue in January 2025.

Lead Editor and Owner

The Arcanist: Fantasy Publishing, LLC

Aug 2019 - Present

Organized the launch of a growing publishing network, resulting in the successful oversight of nearly a dozen diverse creative projects. Significant achievements include multiple bestselling products on DMsGuild.com and the creation of The Literary Fantasy Magazine. Showcased expertise in project management, hiring authors, and deadline driven editorial tasks.

RELEVANT EXPERIENCE

CTO's Assistant

American Rental Home Furnishings | Bloomington, IN

Jun 2023 - Present

- Faced with inadequate technical documentation, I developed and internally published ample training documentation for IT staff, based on procedures developed by the CTO.
- Performed general IT tasks, including systems administration on Linux and UNIX systems, hardware repair and configuration, and in-store network equipment installation.
- Managed multifaceted daily tasks, including administrative support, technical writing, technical research, cost analysis under CTO's direction.
- Supervised consumer computer repair department, overseeing part-time technicians, processing invoices, and managing monthly repair reports, resulting in a 50% increase in monthly completed repair volume.

Substitute Teacher

Monroe County Community School Corporation | Bloomington, IN

May 2023 - Nov 2023

- Encountered the need to effectively manage different classroom dynamics within K-12, adult, and special education settings, implemented adaptive teaching strategies to engage students, leading to a 90% satisfaction rate among administrative staff.
- Faced the challenge of maintaining punctuality and reliability in an unpredictable schedule, developed a meticulous planning routine to ensure on-time arrival for all assigned classes, achieving a 100% attendance record.

Paraprofessional II

Manteca Unified School District | Stockton, CA

Jul 2018 - Nov 2019

- Addressed behavioral and academic stagnation in a high-need student assigned to me, by nurturing a personal one-on-one approach, elevating the child's GPA from 1.1 to 2.5 and markedly improving social competencies.

ACTIVITIES

Online Tutor

Southern New Hampshire University

Dec 2024 - Present

Part-time tutoring through my university's Federal Work Study program. Contracting with local chapter of EQPD.