

# Nicole M. Jones

In pursuit of a M.A. in Mass Communication and a writing career in the tech industry.

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(314) 238-4906

Austin, TX

## PROFESSIONAL EXPERIENCE

### **WilliamsLea Tag, New York, NY — Apps Implementation Associate**

2015 - 2017

Built marketing resource libraries for clients and migrated ~50,000 digital assets per project; Collaborated with clients to optimize application functionality.

### **WilliamsLea Tag, New York, NY — Project Manager**

2014 - 2015

Managed application software projects and the production of marketing collateral; Implemented workflows among global studio team to persevere creative processes.

### **Siren Public Relations, New York, NY — Intern**

2013

Wrote original press releases, pitch letters, and biographies; Prepared recurring KPI reports; Coordinated backstage logistics at Mercedes-Benz Fashion Week.

### **Vietnam USA Society, Ho Chi Minh, Vietnam — English Teacher**

2011 - 2012

Taught English to Vietnamese students of all ages and proficiency levels.

### **Rhodes College, Memphis, TN — Research Assistant**

2010 - 2011

Conducted psychological research on motivation through children's narratives.

## PROJECTS

### **Rhodes College Activities Board — Festivals Coordinator**

Organized 4 music festivals annually; Balanced a \$200,000 budget; Chartered a 9-month execution plan.

### **"The Bedtime Story" — Radio Show Host**

Hosted a live Memphis broadcast, read short fiction, and deejayed music.

## EDUCATION

**Texas State University, San Marcos, TX — Master of Arts, Mass Communication**

2017 - 2019 expected

**The New School, New York, NY — Fiction Writing** SPRING 2015 Continuing Education Program.

**Rhodes College, Memphis, TN — Bachelor of Arts, Psychology** 2007 - 2011 Minors in Spanish and English Creative Writing.

## SKILLS

Project management, Systems solutioning, Business workflows, Creative and Content writing, Communications, Teaching, Event coordination, Public relations

HTML, JIRA, Microsoft Office, Google Apps

## LANGUAGES, EXTRACURRICULARS, AND FREELANCE WORK

Spanish, Vietnamese

Toastmasters International: Sergeant-at-Arms

Private clients and personal work: short fiction and essays, content creation, website configuration.