

Brandy Jones

5210 Locust Street, Apt 2F, Philadelphia, PA 19139

brandy.jones00@gmail.com

cell: 401-692-5439

Education:

University of Rhode Island, Kingston, RI

December 2015

Bachelor of Arts: Sociology | Bachelor of Arts: Communications

GPA: 3.5; Dean's List; *Magna Cum Laude*

Semester Study Abroad in Berlin, Germany

August 2015-December 2015

Work Experience

The University of Pennsylvania: Center for Minority Serving Institutions

July 2017-current

Assistant Director for Communications

- Serve as primary contact for all media inquiries
- Manage and develop all communications for organization including but not limited to press releases, newsletters, infographics etc.
- Design branded publications and manage the entire design process to increase outreach and brand awareness
- Edit scholarly research reports, grant proposals and all publications from the Center
- Manage social media, organization's blog sites and web content creation

The Cheyney Foundation, Philadelphia, PA

Executive Assistant to the President

February 2016-current

- Perform and streamline all administrative tasks for overall operation of organization and prepare executive correspondence to effectively communicate with external and internal parties
- Enhance organizational image by producing clean marketing materials (i.e. newsletters, flyers, reports etc.), developing organization's website and consolidating all communication with donors, stakeholders and interested supporters
- Developed brand marketing strategy that resulted in the increase of private gifts, corporate sponsors and an increase in public knowledge of the organization's mission and purpose
- Research and prospect donors, develop solicitation materials and manage the CRM database establishing a streamlined system for donor interaction

Philadelphia Education Fund (PEF), Philadelphia, PA

January 2015 to May 2015

Communications/Development Intern

- Worked alongside the organization's' development department to assist in improving donor relations and aided in event planning and ensuring a positive relationship between the organization and donors
- Created marketing materials (i.e. press releases, infographics, webpages etc.) to publicize upcoming events held by the organization
- Reviewed company's annual report, newsletters and other marketing materials to provide constructive recommendations on how to improve organization's outreach model

YouthBuild Charter School, Philadelphia, PA

January 2015 to May 2015

Postsecondary Intern

- Helped facilitate school orientation sessions and conducted interviews for interested applicants
- Collected data, performed data analysis and produced reports based on interviews and extensive research, with the goal of providing recommendations for overall organizational structure

University of Rhode Island, Department of Housing and Residential Life, Kingston, RI

September 2012 to August 2016

Resident Advisor

- Mentored, supervised and provided paraprofessional advising for over 345 college-aged students within a fast paced environment
- Acted as the liaison between the residential dormitory and the Department of Housing and Residential Life by reporting incidents, maintenance requests and administering university policies

University of Rhode Island, The Multicultural Center (MCC), Kingston, RI

Summer 2014

Student Organization Specialist

- Screened calls and assisted in room booking process within a high volume environment
- Acted as the liaison between student organizations, on campus administrative departments and the Multicultural Center to enhance the resources provided by the Center

Youth In Action, Providence, RI

December 2012 to August

2013

Program Staff

- Developed, planned and facilitated leadership programming to 50 high school students on social justice and advocacy
- Worked alongside development department to aid in the increase of donations for organization through the use of phone calls, letters and emails

Volunteer Experience

University of Rhode Island, New Student Programs
2014

September 2014 to December

URI 101 Mentor

- Charged with planning and administering programs geared to first year students that focused on career preparation, engaging in community service and providing academic advice to aid in their assimilation to campus culture
- Taught weekly classes to a diverse group of 30 students, prepared material for each class and outlined the initial syllabus alongside an instructor

University of Rhode Island, Harrington School of Communications
2014

September 2013 to December

Speech Coach/Tutor

- Consulted one on one with students to enhance public speaking skills and assisted in understanding theories on communication and human interaction
- Tutored and supported students through group training sessions to reinforce concepts taught by professors

University of Rhode Island, Sociology Department
2014

September 2014 to December

Teaching Assistant, SOC 100: Introduction to Sociology

- Graded assignments ranging from quizzes to creative field assignments
- Held weekly office hours to provide one on one guidance with comprehension of sociological concepts

Other volunteer experience

- Organized a clothing drive in Germany to provide winter clothing for the influx of Syrian refugees
- Reinforced linguistic concepts of English to children ages 13-16 in Berlin
- Assisted in the collection of clothing for adults and children in Haiti
- Played a major role in collecting over \$200 worth of school supplies for Haitian children
- Participated in several walks for breast cancer, diabetes and HIV/AIDS.

Computer/Language Skills: 60 WPM. Proficient in Microsoft Office and Google Documents. Speak beginner Haitian Creole. Written understanding of French. Intermediate Level of German. Experience with website development.

Training: CPR and First Aid Certified.