

Amanda Michelle Jones

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PROFESSIONAL SKILLS

- Social Media Platforms: Twitter, Instagram, Facebook, Tumblr, Flipagram
 - Software & Apps: Slack; Jira; Hootsuite; Tweetdeck; Buffer; Bit.ly; Apple; Windows; GSuite (Google Suite); MS Office; Beginner: Adobe Illustrator, InDesign, & Photoshop
 - Social Media Marketing Strategy
 - Event Planning
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MEDIA, MARKETING, & EVENT PLANNING EXPERIENCE

Flipagram, Inc., Los Angeles, CA

Content Moderator
present

February 2017 –

- Remove inappropriate content and file reports for legal action, as necessary
- Contribute to the improvement of new content moderation tools
- Promoted from 100% in-office full-time temp to 100% remote full-time permanent employee
- Moderated 1K-2K social media posts per day, recommending high quality videos for features

Brown Girl Tarot, Global (Online)

Founder & Community Manager

July 2016 – present

- Facilitate skill development and manage a Facebook group of over 600 tarot readers of color
- Curate a library of tarot decks featuring, created by, and/or including people of color
- Manage all administrative tasks (e.g., marketing, strategic planning, website updates, etc.)

University of Chicago Community Programs Accelerator, Chicago, IL

Graduate Student Resource Coordinator (Nonprofit Consultant)

June 2016 – April 2017

- Supported *Polished Pebbles* with the logistics for 3 pilot expansions of its mentoring program
- Drafted a pricing structure and marketing presentation for the Train the Trainer program
- Designed the curriculum for the college expansion pilot in Durham, NC
- Re-analyzed raw survey data from 138 participants and wrote an updated evaluation report

UChicago Race & Pedagogy Working Group, Chicago, IL

Project Coordinator

September 2015 – August 2016

- Assisted with maintaining the online archive and resource page for the group
- Developed content for email marketing and website updates
- Collaborated with 2 co-coordinators to organize events on teaching race in higher education
- Co-facilitated 3-5 quarterly events for graduate students and university faculty

Int'l Association for Research on Service Learning & Community Engagement (IARSLCE)

Graduate Student Network Steering Committee Member

January 2016 – December 2016

- Led the Steering Committee through strategic planning to help reinvigorate the Network
- Maintained and monitored a shared document online to help document and facilitate planning
- Assisted with development of a participatory session for the 2016 IARSLCE annual conference

University of Chicago LGBTQ Student Life, Chicago, IL

Safe Space Graduate Assistant

May 2014 – September 2015

- Updated the office's Twitter, Tumblr, and Instagram accounts
- Managed internal communications for the office's workshops on supporting LGBTQ+ students
- Co-facilitated trainings to over 200 university staff

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- Analyzed training evaluation data & prepared a report of findings

Facilitating Leadership in Youth (FLY), Washington, DC

Special Projects Coordinator

October 2009 – January 2011

- Designed and managed the FLY social media plan (Twitter & Facebook)
- Created a Twitter instruction manual for FLY staff and board members
- Developed an extensive internship program and accompanying job description brochure

The Bridge DC, Silver Spring, MD

Co-Coordinator, Expression Live! Community Benefit Concert

Summers: 2009 & 2010

- Developed and implemented Twitter marketing campaign
- Assisted with booking visual and performing artists
- Helped secure corporate sponsorships

EDUCATION & TRAINING

Design & Marketing

Coursera: California Institute of the Arts, Online · Graphic Design Specialization *2018 (Expected)*

Lynda.com, Online · AMA Professional Certified Marketer in Digital Marketing *2017 (Expected)*

Shaw Academy, Online · Diploma in Graphic Design (with distinction) *2017*

Academic

University of Chicago, Chicago, IL · Ph.D., Social Service Administration *2018 (Expected)*

University of Chicago, Chicago, IL · M.A., Social Service Administration *2014*

University of Baltimore, Baltimore, MD · M.S., Human Service Administration *2011*

University of Pennsylvania, Philadelphia, PA · B.A., Religious Studies *2003*

Professional Certificates

Anne Arundel Community College, Arnold, MD · Certificate: Mentoring Program Coordinator *2008*

Montgomery College, Germantown, MD · Certificate: Nonprofit Leadership *2009*