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| **Justin R. Jones** | 29 Upper Depew Avenue ▪ Central Nyack, NY 10960  Justinjones2112@gmail.com ▪ (C) 845-642-5517 |

**Communications Manager**

*Provide strategic and results-based communications solutions for healthcare organizations*

OBJECTIVE

Seeking a Management Level position with a fast-paced and exciting healthcare organization.

Highlights of Expertise

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| * Strategic Internal/External Communications * Website Design & Content Management * Social Media Strategy & Implementation * Public Relations & Media Outreach | * Project Management * Multimedia Development & Production * Graphic Design * Community Events & Outreach |

**Career Summary**

**Communications Manager & Webmaster** (10/2014 to Present) Pediatric Specialist of Virginia, Fairfax, VA

* Manage the organization’s website redesign initiative
* Restructure communication within the organization through periodic newsletters and more effective strategic and operational meetings
* Oversee the development of PSV’s organization-wide Intranet

**Communications Specialist** (3/2014 to 9/2014) SDSE, LLC (Gov’t Contractor/DOE), Washington, DC.

* Drafted and edited communications for senior leaders such as the Department of Energy Secretary, and the Chief Human Capital Officer (CHCO)
* Conducted an initial communications analysis of the office’s communications based platforms and resources and provided recommendations
* Designed and maintained the Office of the Chief Human Capital Officer’s (OCHCO) first internal e-bulletin (weekly)

**Marketing Manager** (2/2013 to 3/2014) C&F Mortgage Corporation/Apex Home Loans, Clarksville, MD

* Created and maintained the company’s first internal & external e-newsletter
* Achieved average open rates of 35%, greater than industry standards (19%)
* Developed and implemented the company’s social media presence – Facebook, Twitter, and LinkedIn
* Managed the annual marketing budget of more than $250,000

**Communications & Publications Manager** (11/2012 to 01/2013) Future Business Leaders of America (Contract), Reston, VA

* Designed and edited the organization’s tri-monthly magazine
* Drafted speeches, talking points, and presentations for the President and c-suite level executives
* Interviewed key stakeholders (alumni, educational leaders, etc.) for publication inclusion
* Maintained the organization’s website and social media accounts – Facebook, Twitter, YouTube

**Communications Coordinator** (8/2012 to 11/2012) Community Synagogue of Rye, Rye, NY

**Communications Coordinator** (3/2011 to 6/2012) Pace University-School of Education, Pleasantville, NY

**Reporter & Editor** (1/2010 to 9/2012) Patch.com-Lower Hudson Valley (Freelance), White Plains, NY

**Reporter & Editor** (8/2005 to 1/2010) The Journal News, White Plains, NY

**Education**

Master of Arts (MA) – Media & Communications (Expected Graduation, 2016) ~ Pace University, Pleasantville, NY

Bachelor of Business Administration in Marketing (2007) ~ Pace University, Pleasantville, NY