

JOHN Q. JONES

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WORK EXPERIENCE

OCTOBER 2002 – JANUARY 2003 *U.S. DEPARTMENT OF INTERIOR* **WASHINGTON, DC**
Specialist, Public Affairs, Office of the Secretary

- Coordinated media research, procured bios and informational summaries for the Secretary and DOI executive staff.
- Performed assignments for Assistant and Deputy Assistant Secretary including assistance with press releases, media advisories, and correspondence.
- Responded to direct requests from Secretary of Interior.
- Prepared press kits, maintained contact databases, and provided support at media functions.
- Prepared and distributed daily media clips to the Secretary and DOI executive staff.

FEBRUARY 2002 – OCTOBER 2002 *U.S. SENATOR JOHN SMITH* **WASHINGTON, DC**
Staff Assistant

- Managed two constituent services, drafted constituent correspondence, registered constituent concerns.
- Responsible for front-office reception, data entry, and research.
- Entrusted with office-supply purchasing account, and managed office-supply inventory.

SUMMER 2001 *U.S. DEPARTMENT OF LABOR* **WASHINGTON, DC**
Intern, Public Affairs, Office of the Secretary

- Conducted broad research project gauging media coverage of Labor Secretary Chao, spanning from Senate Confirmation to present, tabulated and classified data according to several criteria.
- Assisted Deputy Assistant Secretary and Communications Director with necessary research and other tasks in fast-paced working environment.
- Maintained current event files, revised contact lists, and acted as interim receptionist.

SUMMER 2000 *CDG MANAGEMENT, LLC* **MIDDLESBORO, KY**
Fundraiser

- Solicited funds on behalf of the Fraternal Order of Police, Firefighters Association, and Paralyzed Veterans of America.
- Ranked consistently within the top 5 fundraisers.
- Received several recognitions for outstanding performance.

EDUCATION

- B.A. Degree, Communication Arts, Cum Laude. Bryan College (TN), December 2001.
- Additional courses from Catholic University, and USDA Grad School.

ACTIVITIES & HONORS

- RNC Volunteer, 2002, campaigned for AZ State Republican Party (Phoenix, AZ).
- Graduate of the Leadership Institute's School of Broadcast Journalism.
- Recipient of the Leadership Institute's "Balance in Media Fellowship" Scholarship.

SKILLS

- Knowledgeable in Windows, Microsoft Office, and Internet Applications.
- Familiar with press tracking resources: Nexis, Bacon's, AP Wire.
- Strong interpersonal and organizational abilities.
- Excellent written and oral communication skills.
- Skilled researcher.