

JUDITH A. JONES

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253-988-6848

QUALIFICATIONS AT A GLANCE

- A hands-on, versatile professional with solid, practical expertise in administration, constituent relations, event coordination, writing and editing, communications planning, publication design and production, media relations, web content development, and social media management.
- Creative writer and editor with an eye for noteworthy stories and a knack for developing varied projects for diverse audiences. Familiar with AP and Chicago Manual of Style.
- A detail-oriented self-starter, a quick study, an able multi-tasker, and a team player who thrives on collaboration.
- A natural organizer, capable of meeting demanding objectives and tight deadlines.
- Adept in Microsoft Office Suite, Adobe Creative Suite, Constant Contact and various social media tools.

PROFESSIONAL EXPERIENCE

PILGRIM SPIRIT COMMUNICATIONS, Tacoma, Washington

Owner and Founder – July 2008–Present

- Founded small business offering freelance services in writing, editing, proofreading, author services/publishing, content development, social media management and communications consulting.

ASSOCIATION OF ADVANCED PRACTICE PSYCHIATRIC NURSES, Tacoma, Washington

Administrator – April 2013–Dec 2015

- Oversaw all administrative tasks for this professional association, including member relations, database management, event coordination, website maintenance, content development, social media and more.

FISH FOOD BANKS OF PIERCE COUNTY, Tacoma, Washington

Marketing Associate – April 2010–February 2013

- Published print and e-newsletters, maintained website and blog, created marketing materials, managed social media, and prepared grant applications.

ASSOCIATED MINISTRIES, Tacoma, Washington

Director of Communications and Education – July 2000–May 2008

- Managed all communications efforts for progressive ecumenical social service agency, including public relations, marketing, publications, media relations, online communications and fundraising support.
- Edited and published monthly newspaper, electronic newsletter(s), annual report, directory of congregations, community resource guide and web site updates.

AMERICAN LUNG ASSOCIATION OF WASHINGTON

Director of Communications – April 1997–June 2000

- Oversaw communications, marketing, public relations and media relations efforts for the state headquarters in Seattle and three regional offices.

COMMUNITY INVOLVEMENT

- Associate, Tacoma Dominican Community, 2014–Present
- Chair, St. Leo Parish Fair Trade Market Planning Committee
- Co-Chair, St. Leo Parish Social Justice Commission

EDUCATION

Master of Divinity, Seattle University, Seattle, Washington

Bachelor of Science, Merrimack College, North Andover, Massachusetts

PROFESSIONAL AFFILIATIONS

- Member, Northwest Editors Guild
- Member, Book Publishers Northwest