

JUDITH A. JONES

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253-988-6848

QUALIFICATIONS AT A GLANCE

- A hands-on, versatile professional with solid, practical expertise in line editing, copy editing, proofreading, ghostwriting, publication design, and publishing consultation.
- Creative communicator with an eye for noteworthy stories. Experienced with AP Stylebook and Chicago Manual of Style, as well as clients' proprietary style guides.
- A detail-oriented self-starter and a quick study, capable of meeting demanding objectives and tight deadlines. Experienced with Adobe Creative Suite, Microsoft Office Suite, Constant Contact, MailChimp, and various social media tools.

PROFESSIONAL EXPERIENCE

PILGRIM SPIRIT COMMUNICATIONS, Tacoma, Washington

Owner and Founder – July 2008–Present

- Established small business offering freelance services in writing, editing, proofreading, book design, author services, publishing coordination, and communications consulting.

ASSOCIATED MINISTRIES, Tacoma, Washington

Director of Communications and Education – July 2000–May 2008

- Directed all communications and education efforts for progressive ecumenical social service agency.
- 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

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

EDUCATION

Master of Divinity, Seattle University, Seattle, Washington

Bachelor of Science, Merrimack College, North Andover, Massachusetts

PROFESSIONAL AFFILIATIONS

- Member, Northwest Editors Guild