

# Jessica M. Lee, CVA

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## PROFESSIONAL PROFILE

- 3+ years of non-profit experience in volunteer recruitment, development, management, evaluation
- Expertise in strategic planning, program management, and operations improvement
- Community advocate and firm believer in servant leadership to mobilize communities

## NON-PROFIT EXPERIENCE

### Volunteer Coordinator, Discovery Center

August 2013 – Present

Junior Achievement of Georgia, Inc.

Duluth, GA

- Recruit, train, and support a volunteer mix of business partners, community partners, and parents to teach 6<sup>th</sup>-8<sup>th</sup> grade students about financial literacy and career readiness
- Retain 87% of volunteers and facilitate volunteer opportunities throughout year
- Oversee overall volunteer experience and achieve satisfaction goal of 4.3 during fiscal year
- Manage grant deliverables as identified, including testimonials, letter of thanks, pictures, etc.
- Serve as contact for external recruitment sources within metropolitan Atlanta region

### Volunteer Coordinator, AmeriCorps VISTA

August 2012 – August 2013

Center for Leadership and Service, University of Georgia

Athens, GA

- Developed internship program for youth mentorship for economically disadvantaged families
- Identified strategies for volunteer retention and management for local non-profit agencies
- Recruited and selected 10 student interns to serve as Volunteer Coordinators for the Clarke County Mentor Program to coordinate over 500 active mentor-mentee pairs at 20 schools
- Trained interns in volunteer management and instructed course on classism and racism
- Developed, maintained, and assessed internship program in consultation with the Director of the Center for Leadership and Service and the Director of mentor program
- Coordinated annual volunteer fair, community partner luncheons, and volunteer programs

## VOLUNTEER EXPERIENCE

### Summit Group Leader, Road to College

June 2012

C5 Georgia Youth Foundation

Marietta, GA

- Supervised 12 youth campers during a 7-day college tour and 5-day leadership summit
- Assisted youth in planning individual advocacy projects to catalyze change in their communities
- Developed positive relationships with youth and served as role model to pursue college
- Taught, facilitated, and actively engaged youth in activities and curriculum to develop life skills and character through cleanliness, punctuality, responsibility, and manners

### Construction Team Leader

September 2011 – May 2012

Habitat for Humanity

Athens, GA

- Supervised 7 team members to assist with jobs assignment pre-determine with Site Leader
- Assisted project leader in all phases of implementation from recruitment to cleaning worksite
- Recruited fellow UGA students to participate in Habitat for Humanity community events in Athens

## CERTIFICATION

Certified in Volunteer Administration (CVA)

## PRESENTATIONS

Engaging Volunteers in Your Volunteer Engagement Program (Webinar), May 2015, Volunteer Match

## AFFILIATIONS

Georgia Association for Volunteer Administration (GAVA)

Council of Volunteer Administrators of Metropolitan Atlanta (COVA)

## EDUCATION

Bachelor of Business Administration in Management

May 2012

Terry College of Business, University of Georgia

Athens, GA

# HENRY GRADY

120 Hooper St, Athens, GA 30602 | 706-542-1704 | hgrady@uga.edu

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## PROFESSIONAL PROFILE

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- 4+ years of TV audience and marketing research experience
- Committed to serving clients through communication and audience interpretation
- Strategic thinker with expertise in innovative solutions based on statistics and analytics
- Advocate for brand alignment and procedural innovation
- Adept storyteller who thrives within the deadline-intensive, 24x7 newsroom environment
- Holds Media Research Certification with the ability to analyze both traditional and digital media

## PROFESSIONAL EXPERIENCE

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**Raycom Media** Montgomery, AL  
*Strategic Research Assistant* *February 2015 – Present*

- Assisted VP, Corporate Research Director, and Analysts in strategy development
- Utilized WideOrbit, Nielsen tools and Rentrak tools to gather, analyze, and present qualitative and quantitative data to drive profitable business decisions, program syndication and sweeps
- Analyzed large sample survey data of news consumption using SPSS

**FOX News Channel** Washington, D.C.  
*Marketing Assistant* *January 2014 – January 2015*

- Generate, edit, publish, and share daily content that builds meaningful connections
- Collaborate with marketing department to increase brand awareness on Facebook and Twitter
- Optimize pages within multiple platforms to increase visibility of social content
- Curate digital content and edited original content and multimedia
- Evaluated Google Analytics and expanded marketing strategy, increasing website traffic by 32%
- Designed promotional material using Adobe InDesign and Illustrator

**CNN Newsource Live** Atlanta, GA  
*Assignment Editor/Producer* *August 2012 – December 2013*

- Wrote on-air scripts, performed voice overs, produced and edited news and franchise packages
- Monitored and contributed content to CNN Wire and Newsource social media
- Coordinated live shots, managed requests, and programmed for 800 local news affiliates
- Booked live and tape feeds for affiliates working at CNN facilities

**WSB-TV Channel 2 Action News** Atlanta, GA  
*Investigative Intern* *June 2012 – August 2012*

- Researched and pitched story ideas to news directors, producers, and reporters
- Established strong relationships by finding sources and furthering social network at station

**The Red & Black** Athens, GA  
*Audience Research and Marketing Analyst* *August 2011 – May 2012*

- Analyzed Twitter content and Google analytics to increase circulation and promote brand
- Conducted readership/advertisement survey and focus group study to better serve stakeholders

## SKILLS

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- **Software:** Final Cut Pro, Adobe Suite (Audition, Photoshop, InDesign, Illustrator, Premiere Pro), VoxPro, Promo Suite, WideOrbit, Keynote, SPSS, INews, Bitcentral/Oasis, ReSource, Newsdesk, Microsoft Office (PowerPoint, Excel, Word)
- **Social Media:** Twitter, Facebook, Instagram, Pinterest, LinkedIn, Youtube
- **Equipment:** Grass Valley Studio Prompter, Canon EOS Rebel T3i, Sony 320K XDCAM

## EDUCATION

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**University of Georgia, Grady College of Journalism** Athens, GA  
*Bachelor of Arts, A.B.J. Digital and Broadcast Journalism* *May 2012*  
*Media Research Certificate*

# JOHN HOLLAND

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## SUMMARY OF QUALIFICATIONS

- Strategic HR professional committed to talent management and employee satisfaction
- Expertise in recruitment, staffing planning, HR laws and regulations, and assessments
- Strong leadership for developing potential, resolving conflicts, and developing solutions

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## HUMAN RESOURCES EXPERIENCE

**Human Resources Specialist** February 2014 – Present  
*VA Palo Alto Health Care System* Palo Alto, CA

- Assist work groups to identify causes of conflict in the work environment, develop solutions to address conflict, and prepare recommendations and trend reports
- Monitor use of alternate dispute resolution (ADR) within and outside EEO complaint process
- Conduct climate and conflict assessments to measure employee satisfaction and performance
- Conduct job analyses using research, interview, observation, and analytical techniques
- Develop rating, ranking, selective factors and other assessment criteria to evaluate applicants
- Prepare vacancy/job opportunity announcements, receive applications, determine applicant eligibility, rate and rank candidates, and advise hiring managers on candidates for selection
- Interpret and provide authoritative guidance on HR laws, regulations, policies, and procedures
- Develop recruitment and retention solutions while ensuring statutory and regulatory compliance
- Create short- and long-range staffing plans to meet current and forecasted mission requirements, turnover and recruitment projections, and changes in mission-critical competencies

**Human Resources Assistant** January 2013 – February 2014  
*Atlanta Veteran Affairs Medical Center* Decatur, GA

- Serve as alternate talent management coordinator performing training data input, tracking and reporting course completion rates in compliance with mandatory training for all staff
- Maintain time and attendance for time and leave units in Human Resources, ensuring timecard posting meets VA daily posting requirements and informing leadership staff to review
- Review incoming Automated Requests for Personnel Action, ensure accuracy of data, and assign the action to the appropriate HR functional area

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## OTHER EMPLOYMENT EXPERIENCE

**Lieutenant** June 2011 – December 2012  
*Georgia Army National Guard* Winder, GA

- Trained, monitored, and evaluated aircrews in flight planning, aircraft operations, and aircrew coordination processes for 18 subordinate soldiers within aviation regiment
- Guided and mentored subordinates into leadership roles through individual career counseling
- Formulate mission plans to meet commander's intent, accounting for resource restrictions
- Managed platoon administrative tasks to meet deadlines and promote unit readiness

**Cadet, Reserve Officer Training Corps (ROTC)** August 2008 – May 2010  
*United States Army* Athens, GA

- Planned and executed recruiting booth events, including event space reservations, materials and supplies acquisition, manpower scheduling, and supervision of operations
- Developed and implemented new student recruiting strategies for each semester

**Transit Bus Operator & Trainer** August 2007 – May 2010

- Trained 100+ trainees to become fully licensed professional bus operators and van drivers by teaching policies, pre-trip procedures, and driving techniques
- Operated bus routes across campus for the second largest transit authority in Georgia
- Serviced 500+ patrons per shift in a fast-paced, time-sensitive environment

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## SKILLS

**Computer Skills:** ADP, Microsoft Office (Word, Excel, PowerPoint)

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## EDUCATION

**The University of Georgia, School of Public & International Affairs** Athens, GA  
*Bachelor of Arts in International Affairs* May 2010

**Certificate in Conflict De-Escalation** February 2010  
Study Abroad: International Conflict Resolution Study Quito, Ecuador

# JANE EDUCATION

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## SUMMARY OF QUALIFICATIONS

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- Bilingual English-Spanish speaker with international travel experience and formal diversity and inclusion training to promote multicultural awareness and appreciation of other cultures
- 9 years of Spanish and TESOL instructional experience with children and adults
- Education professional with expertise in curriculum design, lesson planning, behavior intervention, technology, performance tracking, and assessment to achieve excellence

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## EDUCATION & CERTIFICATION

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<b>P-12 Certification</b>	2010
<b>Master of Education, Teaching Additional Languages</b> , University of Georgia	2010
<b>ESOL Endorsement</b>	2010
<b>Bachelor of Arts in Spanish</b> , University of Georgia	2006

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## BILINGUAL TEACHING EXPERIENCE

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<b>Elementary Spanish Teacher</b> , <i>Chase Street Elementary School</i> , Athens, GA	2012 – Present
<ul style="list-style-type: none"><li>• Taught approximately 350 students in grades 2-3 across the curriculum, incorporating other subjects</li><li>• Illustrated Spanish lessons through song, dance, and drama to engage students</li></ul>	
<b>ESOL Instructor</b> , <i>UGA Costa Rica</i> , San Luis, Costa Rica	2011
<ul style="list-style-type: none"><li>• Provided English classes and tutorials for 200 UGA Cost Rica campus staff and community members</li><li>• Designed curriculum based on feedback from school directors and Costa Rican requirements</li><li>• Conducted needs assessments of each student and wrote progress reports</li></ul>	

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## OTHER TEACHING EXPERIENCE

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<b>Student Teacher</b> , <i>Clarke Middle School</i> , Athens, GA	2008 – 2010
<ul style="list-style-type: none"><li>• Implemented lessons focused on living, writing, reading comprehension, and money math skills</li><li>• Observed and practiced execution and interpretation of GAA curriculum for grades 6, 7, and 8</li><li>• Independently facilitated academic lessons and activities to promote reading comprehension</li><li>• Traveled on Community-Based Instruction trips to Kroger, sporting events, and Chik-fil-A</li></ul>	
<b>Mathematics Teacher</b> , <i>Teach for America</i> , Morrow, GA	2006 – 2008
<ul style="list-style-type: none"><li>• Instructed 7<sup>th</sup> and 8<sup>th</sup> grade mathematics to 120 students of various ability levels</li><li>• Created lesson plans, performed extensive data analysis, and assessed student knowledge</li><li>• Created individual growth plans, resulting in 87% of students mastering all Georgia math standards</li></ul>	

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## PROFESSIONAL MEMBERSHIPS

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**Georgia Teachers of English to Speakers of Other Languages (GATESOL)**

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## SKILLS

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- Language: Spanish (Fluent)
- Computer/Technology: Microsoft Office (Excel, PowerPoint, Word), SmartBoard, Google Docs

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## VOLUNTEER EXPERIENCE

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<b>International Rescue Committee</b> , Atlanta, GA	2012
<ul style="list-style-type: none"><li>• Assisted ESOL teachers in teaching refugee children and adults by facilitating activities</li><li>• Researched new curriculum content and prepared educational materials</li></ul>	
<b>Regional Medical Center</b> , Athens, GA	2005 – 2006
<ul style="list-style-type: none"><li>• Educated Hispanic patients on rights of services and interpreted policies and services for staff</li></ul>	