

# MEGAN JEANNE JONES

2671 Avenir Place, Apt 2110  
Vienna, VA 22180

meganjeannejones@gmail.com  
484-678-5889

---

Dedicated professional with 6 years of client development experience in both the non-profit and corporate sectors in the Washington D.C. area. Reputation for providing excellent support and education to new and existing partners. Outstanding interpersonal communication skills that consistently produce results benefiting both customers and company. Strong commitment to teamwork and supporting the development and activation of new partnerships.

---

## Qualification Highlights

- Comfortable tailoring the presentation of information to satisfy a wide range of audiences
  - Ability to pick up new concepts quickly and easily
  - Solution oriented
  - Quick to respond to changing client needs
  - Strategic approach to relationship development
  - Excellent time management skills
  - Team development, mentoring, training
  - Creative and analytical problem solving ability
  - Strong interpersonal and presentation skills
  - Demonstrated commitment to follow-through independently
  - Superior attention to detail
  - Accurate efficiency
  - Business development and activation
  - Willingness to learn new skills and concepts
- 

## Professional Accomplishments

- Advised over 600 licensing partners on tools and resources offered to best serve specific business initiatives
  - Acquired over 250 new licensing partners during first year as coordinator
  - Decreased the amount of royalties paid by negotiating royalty exemption with over 40 institutions
  - Spearheaded efforts to create a new landing page on the company website to support the unique needs of educational institutions and pave the way for universities to have a presence on the site
  - Revamped resources used by 500+ employees daily to provide greater understanding of licensing guidelines
  - Managed royalty reports and payments accurately while maintaining deadlines for 8 quarters running
  - Developed the guidelines and metrics by which all licensed content is currently reviewed
  - Authored a quarterly newsletter to all licensors to keep them abreast of new tools and resources
- 

## Professional Experience

### CustomInk LLC, Fairfax, VA

#### Licensing Coordinator, *January 2015-Present*

- Responsible for the activation of over 640 individual licensing relationships that touch 5% of orders placed through CustomInk
- Drives new business by cultivating licensing opportunities with national organizations and higher learning institutions
- Develops relationships with existing clients through site visits and presentations
- Represents the company at licensing conventions and conferences
- Creates processes for team members reviewing licensed content to establish consistency in the service provided to both customers and partners
- Manages quarterly royalty reporting to all licensed institutions

- Educates internal departments on execution of licensing agreements
- Facilitates cross-functional collaborations to provide support for external partners, often developing new tools to support the unique needs of the licensor

Content Associate, *March 2013-January 2015*

- Reviewed customer created designs for potentially protected content and provided recommendations on seeking approval or adjusting designs to avoid infringing on intellectual property
- Established company-wide guidelines on the use of protected content in designs
- Created training presentations and resources for new hires
- Developed and delivered cross-team presentations to promote the licensing department and give better understanding of the importance of respecting copyrights and trademarks from both the customer and business perspective
- Acted as the main contact of the licensing team in communications with external partners on the order level

**Girl Scout Council of the Nation's Capital**, Washington, DC

Program Specialist – STEM and Vendor Programs, *Sept 2010- March 2013*

- Cultivated relationships with over 100 partnering organizations and vendors to provide programs and events to organization members
- Produced biannual print publication utilized by a 90,000+ membership
- Served as council liaison for multiple grant relationships with corporations in the Washington D.C. area
- Coordinated with professional sports teams in the Washington D.C. area to host Girl Scout events.
- Developed enrichment programs with Museums and Universities to serve over 5,000 attendees annually
- Represented GSUSA at the USA Science and Engineering Festival to promote new STEM programs offered across the nation

Program Services - Administrative Assistant, *July 2008 - September 2010*

- Provided customer service to council membership, drafted communications and oversaw daily administrative tasks
- Assisted with event logistics, including volunteer and site management
- Moderated volunteer panels to support the Girl Scout Gold Award
- Managed the membership grants program, coordinating the review and distribution of grants totaling \$80,000 annually

## **Education**

James Madison University, May 2006

Bachelor of the Arts - Dance

## **Dance Experience**

- Danced as a member of multiple professional companies in concerts along the entire east coast
- Choreographed dance routines for groups and individuals in the Washington and Philadelphia areas
- Taught ballet and jazz classes for children ages 5 through 12
- Selected as a soloist at the American College Dance Festival

## **Volunteer Work**

DC's Different Drummers - Fundraising