



# Kelly Jones



## QUALIFICATIONS PROFILE

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- Detail-oriented, motivated individual with excellent creative, organizational, analytical, and problem solving skills
- Strong editing, proofreading, and computer skills
- Excellent grasp of grammar and the ability to express ideas clearly and logically in writing
- Exceptional verbal communication skills
- Ability to work as part of a team or perform tasks independently
- Strong desire to learn

## PROFESSIONAL EXPERIENCE

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### **LEIDOS, Centennial, CO - U.S. Antarctic Program (USAP)**

#### **Web Editor August 2016 - Present**

This position is a carry-over from Lockheed Martin due to a contract transition. Duties and assignments are exactly the same.

### **Lockheed Martin, Centennial, CO - U.S. Antarctic Program (USAP)**

#### **Web Editor June 2016 - August 2016**

- Research, produce, and proof material that appears on the USAP public facing and intranet web sites.
- Design web page layouts, graphics, color schemes and infrastructure to maintain a cohesive website based on the organization's communications strategies and goals.
- Update images and text content.
- Perform other content production-related tasks.
- Conduct and distribute analytic reports for the public facing websites.
- Generate site optimization tests such as heat maps and recordings.
- Ensure compliance with Section 508 accessibility standards.

## EDUCATION

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### **University of Denver Coding Boot Camp, Denver, CO**

Certificate, August 2019 – Present

### **University of North Alabama, Florence, AL**

Bachelor of Science, English – Professional Writing, Minor Human Computer Interaction/User Experience (HCI/UX), GPA: 3.54, May 2016

- **Sigma Tau Delta**, International English Honor Society
- **Writer/Editor Internship**, International Fertilizer Development Center (IFDC), May – August 2015  
Edited annual reports, assisted with social media utilizing Hootsuite, conducted research, wrote articles for the IFDC quarterly magazine, blog posts, and a success story.
- **Writer Internship**, Printers & Stationers, Inc. (PSI), October 2015 – January 2016  
Wrote for the Helen Keller Hospital Annual Newsletter, interviewed hospital employees, and gathered information.



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## EDUCATION

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- **Lead Program Design**, Technical Writing, Spring 2016 - competed and won first place with a team of students.

**Calhoun Community College**, Decatur, AL

Associate of Applied Science, Business Administration – Paralegal Studies, May 2014

**Web Development Fundamentals: HTML5, CSS3, and Bootstrap** - June 2017

**Intermediate CSS3 and HTML5** - February 2018

**JavaScript Training** - September 2018

**Advanced JavaScript Training** - October 2018

## TECHNOLOGY

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|--------------|----------------------------------|-------------|
| • JavaScript | • Adobe Creative Cloud           | • RepliWeb  |
| • HTML       | • Microsoft Office Suite         | • Crazy Egg |
| • CSS        | • Content Management Systems     | • XML       |
| • Bootstrap  | • DAP: Digital Analytics Program | • Balsamiq  |
| • Hootsuite  | • Materialize                    | • GIT       |

## CERTIFICATIONS

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- Institutional Review Board (IRB)

## PUBLICATIONS

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- University of North Alabama Department of English brochure
- International Fertilizer Development Magazine, Volume 40, Number 3
- The 7th Annual Alabama Regional Graduate Conference in English program

## ADDITIONAL EXPERIENCE

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**Eyster-Key Law Firm**, Decatur, AL – Personal Assistant, October 2013 – April 2015

- Recorded and filed probate and circuit court documents, organized supply closets and file house, indexed pleadings, performed receptionist duties, general office duties, ran errands, and performed other support duties as needed.