

# EMILY JONES

theemilyjones.com // theemilyjones@gmail.com // 949.395.8950

## EXPERIENCE

### FRESH INTERACTIVE // Account Executive

Los Angeles CA, May 2014 - Present

- › Manage and execute large scale website projects from conception, programming to QA across many industries, platforms and audiences including websites, eblasts and online applications.
- › Set my digital team up for success as a leader through manageable timelines, organized, communicative production, and efficient decision-making.
- › Master of project coordination - supervise internal and client deadlines, direct internal design and development teams and coordinate with third party vendors.

### ALLIED INTEGRATED MARKETING // Publicity Intern

Hollywood CA, August 2012 - May 2014

- › Managed film publicity at LA-based film premieres, as well as San Diego Comic-Con, Comikaze, Long Beach Comic Con, and VidCon.
- › Researched and contacted locations and events to supply promotional items for various films from studios such as Warner Brothers, Paramount Pictures, and CBS Films. Worked as studio liaison on-site at these events.

### CBS FILMS // Publicity Intern

Los Angeles CA, August 2013 - December 2013

- › Coordinated talent and press at *Inside Llewyn Davis* press junket in Beverly Hills.
- › Regional and national feature tracking—recorded when, where and in what capacity our films were mentioned in the media.
- › Maintained screening schedules, publicity lists and talk show schedule.

### ROOSTER TEETH - RTX VOLUNTEER // Guardian

Austin TX, Summers, 2014 - Present

- › Volunteer at RTX convention with over 30,000 attendees as a Personal Assistant to Rooster Teeth Staff.
- › Facilitate staff with scheduling, autographs, public appearances and personal needs.
- › Using my life-long experience as a convention attendee and worker to answer questions and keep operations smooth.

## ABOUT

Enthusiastic, LA-based digital project manager with an edge in dev and design. In my work I value humor, collaboration, organization and pixel perfection. I also delight in comic conventions, temporary tatoos and cats.

## EDUCATION

### University of Southern California

August 2010 - May 2014

B.A. in Communication  
Minor in Digital Studies

### International Communication Studies

Summer 2012

Study Abroad Program

London, Paris, Rome & Prague

## SKILLS

### EXPERTISE

End-to-End Project  
Management  
Strategic Planning  
Responsive QA  
Client Relations

### TECHNICAL

Basic HTML & CSS  
Photoshop  
Illustrator  
JIRA