

Jasmine Jones
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SUMMARY:

Proficient in program development and budgeting, staff management and training, literacy workshop facilitation, copy editing, curriculum and blog writing, capacity building, and oral and visual presentations; experience with tutoring and mentoring.

EDUCATION:

Saint Xavier University, Chicago, IL

Bachelor of Arts in Clinical Psychology, Minor in Sociology, 2011

*Small Group Counseling Practicum, 2010-2011

*Internship at Catholic Youth Ministry Center at Morgan Park High School, 2011

SKILLS & TRAINING:

- Proficient in time management and performing responsibilities with exceptional skill and discipline.
- Innovative and receptive to new ideas and direction for greater organization and partner profitability.
- Reliable and coachable to maintain a productive working environment and positive relationship with stakeholders.
- Effectively delegate team member responsibilities in relation to their skill level, learning style and diverse backgrounds.
- Trained and experienced in budget and staff management, employee retention practices, and conflict resolution.
- Trained in the 21 Irrefutable Laws of Leadership, Myers Briggs Type Indicator (MBTI) personality inventory, and CHAMPS classroom management model.

EMPLOYMENT HISTORY:

Turning the Page, Chicago, IL

Partnership Manager, North Lawndale (2016-present)

- Facilitate monthly parent literacy workshops called Community Nights at three North Lawndale elementary schools.
- Research and develop materials for workshop facilitation guides, handouts and activities that support parent engagement initiatives at each school.
- Make copy edits to the organization's website and internal documents.
- Write monthly blogs and newsletters.
- Provide professional development and parent engagement data to parents and teachers during monthly meetings.
- Partner with local organizations to provide resources to families in need of educational supports, employment opportunities, access to healthy food and wellness facilities, and summer learning programs.

Youth Guidance, Chicago, IL

Community Resource Coordinator, Kate Starr Kellogg Elementary School - OST & Afterschool Program (2014-2016)

- Provided cost efficient in school and after school enrichment programming – the primary source of the school's arts and sports based programs.
- Maintained program budget, staff allocations, vendor contracts, family service billing, parent registrations, and financial aid applications.
- Managed team of experienced educators trained to provide innovative classroom curriculum and behavior management.

Community Resource Coordinator, Alcott College Prep East Campus - Wildcat Club Afterschool Program (2014)

- Processed and maintained vendor contracts, program service billing, student tuition, and confidential parent registrations.
- Trained staff members about the Youth Guidance, after school program and school's expectations and policies.
- Served as liaison between the community and school via monthly newsletters and the Parent Advisory Board.

Assistant Resource Coordinator, Alcott College Prep East Campus - Wildcat Club Afterschool Program (2012-2014)

- Assisted in training and acclimating new staff to the after school program guidelines and school-wide responsibilities.
- Coordinated spring and summer camp registrations and itineraries, staff schedules, field trips, and curriculum.

Chicago Public School District (CPS), Chicago, IL

Intern & Office Assistant, CPS Headquarters - Career & Technical Education Department (2012)

- Monitored and recorded student involvement, safety, and career preparation at various CPS partner internship sites.
- Provided clerical and administrative support to four onsite CPS staff members.

City Year, Chicago, IL

Corps Member & Positive School Climate Coordinator, Chicago Talent Development Charter High School (2011-2012)

- Provided math and reading students with tutoring, mentoring and behavioral supports in-class and after school.
- Advertised school events, clubs and positive imagery to encourage school pride and involvement.
- Served as Academic and Outreach Coordinator for Chicago Talent's 3rd Annual Service Learning Day.

Professional references and salary expectation are available upon request.