

Jasmine Jones
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SUMMARY:

Proficient in program management and budgeting, staff management and training, literacy workshop facilitation, copy editing, curriculum and blog writing, capacity building, oral and visual presentations, and 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
- Public Narrative Communications Series (Bethany Fund), 2018

SKILLS & TRAINING:

- Innovative and entrepreneurial mindset and work ethic.
- Proficient with time management and performing responsibilities with exceptional skill and discipline.
- 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.
- Effective delegation of team responsibilities in relation to skill level, learning style and background.
- 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, Success Signals, 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 elementary schools.
- Research and develop materials for workshop facilitation guides, handouts and activities that support parent engagement initiatives at each school.
- Manage Communications and Development Specialist on grant writing, communications, and fundraising projects.
- Provide copy edits to the organization's website and internal documents.
- Write monthly blogs and newsletters that highlight our work.
- Provide professional development and program data to parents and teachers during monthly leadership 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 (2014-16)

- Provided cost efficient in-school and after school enrichment programs.
- Maintained program budget, vendor contracts, program billing, parent registrations, and financial aid applications.
- Managed team of 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, student tuition billing, and parent registrations.
- Trained staff members on Youth Guidance, the aftercare program and the school's expectations and policies.

Assistant Resource Coordinator, Alcott College Prep East Campus - Wildcat Club Afterschool Program (2012-14)

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

Chicago Public School District (CPS), Chicago, IL

Intern & Office Assistant, Chicago Public School District (CPS) - Career & Technical Education Department (2012)

- Monitored and supported student involvement, safety, and career planning at various CPS internship sites.
- Provided administrative support to four employees at CPS headquarters.

AmeriCorps City Year, Chicago, IL

Corps Member & Positive School Climate Coordinator, Chicago Talent Development Charter High School (2011-12)

- Mentored and tutored a cohort of students – in-class and afterschool math, reading, and behavioral supports.
- Advertised school events, clubs and positive imagery to encourage school pride and involvement.

Professional references are available upon request.