

D'Zaunta Jones



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Washington, DC

CAREER OBJECTIVE

Detail-oriented and creative communications professional with experience in digital content, social media strategy, marketing, and public engagement across higher education and nonprofit settings. Skilled in writing, editing, and managing content across platforms, including social media, blogs, and email, with a focus on mission-driven storytelling and audience engagement. Proficient in tools such as Canva and WordPress to produce accessible, visually engaging content. Background includes student services, editorial leadership, and event support. Seeking to contribute to a communications team through strategic storytelling, visual content creation, and cross-platform outreach.

EXPERIENCE

INFORMATION SERVICES COORDINATOR FOR THE UNIVERSITY REGISTRAR, Washington, DC

, Georgetown University, August 2023 - Present

- Serve as the first point of contact for students regarding all Registrar-related inquiries through in-person assistance, email, and phone.
- Complete education verifications for employers, background investigators, scholarships, and loan agencies. Act as the office notary, certifying official, and Georgetown documents, including transcripts, diplomas, and enrollment certifications.
- Manage front desk operations, including walk-in traffic, document pickup, and support for students, alumni, and parents.
- Triage and redirect misdirected inquiries to the appropriate university departments.
- Utilize Banner to perform student record updates, such as advisor assignments, FERPA authorizations, grade/name/address changes, and graduation date adjustments.
- Train new team members and student workers on front desk responsibilities and standard procedures.
- Develop comprehensive guides and “how-to” resources for Registrar-related tasks to support team-wide knowledge sharing and consistency.

MARKETING AND SOCIAL MEDIA INTERN, Fairfax, Va

Fall for the Book, July 2022 - May 2023

- Helped create social media campaigns to increase target audience engagement.
- Produced content to promote product news and education.
- Researched trending content and up-and-coming creators to share with social media team.
- Managed comment moderation and customer service inquiries.
- Participated in development and implementation of online marketing strategy.

- Developed fiction and nonfiction prose for publication.
- Edited and formatted content to prepare and submit for publication.

ASSISTANT EDITOR INTERN, Fairfax, Va

George Mason “The Mason Spirit”, September 2021 - May 2022

- Developed story and content ideas, considered reader, and audience appeal.
- Supervised and coordinated work of reporters and other editors.
- Verified facts, dates, and statistics, used standard reference sources.
- Conferred with management and editorial staff members regarding placement and emphasis of developing news stories.
- Wrote text, such as stories, articles, editorials, and newsletters.

MARKETING AND SOCIAL MEDIA INTERN, Washington, Dc

D.I.V.A.S in Sistahood, June 2020 - August 2020

- Managed organization’s social media platforms (Twitter, Instagram, Facebook) to increase target audience engagement.
- Produced content using Canva and Adobe Spark for event promotion.
- Researched post content and drafted weekly engagement reports
- Coordinated newsletter distribution to email subscribers via Mailchimp.

CLERICAL ASSISTANT INTERN, Temple Hills, Md

Best Security Training & Associates, May 2017- April 2021

- Edited, proofread, and wrote documents for different uses.
- Prepared meeting minutes, daily reports, and other project documentation.
- Trained in different positions and worked with variety of personnel.
- Scheduled appointments, maintaining calendars for personnel.
- Assisted in ordering supplies and equipment and arranged for office equipment repairs.
- Supported staff by performing data entry and completing administrative duties.
- Sorted through incoming mail and packages to distribute to correct personnel.
- Participated in team meetings, providing input and suggestions on organizational practices.

LEADERSHIP & CREATIVE PROJECTS

STUDENT ORGANIZATION PRESIDENT, Fairfax, Va

Fashion Society George Mason University, January 2020 – May 2024

- Directed editorial projects, including concept development for the organization’s magazine
- Led photoshoots and social media content planning
- Planned and managed university events for student engagement
- Developed and distributed newsletters to subscribed members via the Mason360 portal, managing content, layout, and delivery.

STUDENT ORGANIZATION PRESIDENT, Fairfax, Va

Reign Modeling Troupe George Mason University, January 2020 – May 2023

- Managed a team of 40+ members and led annual fashion shows and campaigns

- Oversaw scheduling, creative direction, and internal coordination for all activities

COMMITTEE MEMBER, Fairfax, Va

Black, African, and Carribean Coalition George Mason University, January 2020 – May 2024

- Pitched programming for Black Mason Homecoming
- Supported event planning, documentation, and campus community engagement.

FOUNDER, Washington, Dc

Inside of D’Zaunta’s Changing World (Personal Blog), September 2019 – Present

- Designed and maintained blog using WordPress; created custom graphics in Canva
- Developed written content exploring personal growth and storytelling
- Curated blog and social media content focused on lived experience, faith, and reflection

EDUCATION

BACHELOR OF ARTS (B.A.) IN ENGLISH WITH A MINOR IN JOURNALISM, Fairfax, VA

George Mason University, Expected Graduation December 2025 (**GPA 3.0**)

Relevant Coursework

Awards & Honors

News Editing

Writing Across Media

Multi-Media Storytelling

Leadership Development

Dean's List (3)

SKILLS

Customer Service

Social Media Platforms

Computer Skills

iMovie

Canva

Adobe Creative Suite

Leadership

Google Suites

Adaptability

Team Player

Outgoing And Friendly

Positive Attitude

Digital Design

Blog Posts

WordPress

Microsoft Office Expertise

Image Editing

Ellucian Banner

Production Layouts

AP Style Writing and Editing