

HANNAH JONES

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Reliable and organized project coordinator capable of handling large-scale and complex projects of all types. Trained in coordinating a wide variety of productions for media outlets. Interested in initiatives centered on developing collaborative and efficient workplaces in the digital age.

PROFESSIONAL EXPERIENCE

LEAD PROJECT COORDINATOR

HFB Network, New Orleans, LA | April 2013 - Present

- Secure new advertisers for daytime news programs resulting in over \$1,000,000 in additional revenue
- Contact sources and develop 2 to 4 segments for on-air programs per week
- Actively contribute to projects devoted to audience building and consumer outreach

JUNIOR PROJECT COORDINATOR

BigTown Agency, Lafayette, LA | March 2010 - April 2013

- Managed media-related projects for a large portfolio of clients and engaged in business development initiatives
- Oversaw content creation by a network of 5 to 7 freelance contributors
- Packaged information and content and delivered it to clients or other third parties in a timely manner
- Developed a training course focused on creating an authentic connection with remote coworkers

EDUCATION

BACHELOR OF SCIENCE IN BUSINESS

Louisiana State University, Baton Rouge, LA | August 2005 - May 2009

KEY SKILLS

- Technical tools: Microsoft Office Suite, Salesforce, WordPress
- Ability to learn quickly
- Works well in a team setting