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Chelsea G. Jones

Experience

Dallas Independent School District – Justin F. Kimball High School, Dallas, TX

English Language Arts and Reading Teacher, June 2014 – Present

Develop and implement lesson plans to meet academic and social needs of 12th grade students

The Dallas Examiner, Dallas, TX

Freelance Reporter, April 2013 – May 2014

Produced articles that inform, educate, inspire, and support African American individuals and businesses in Dallas

UA Network, Dallas, TX

Production Intern, September 2013 – January 2014

Readied talent before going live

Operated cameras during shoots

Built and dismantled sets

Duke Student Broadcasting (Duke University Student Groups), Durham, NC

Student Reporter, 2010 – 2011

Wrote, shot, and edited packages relating to Duke students and campus life

Black Student Alliance (Duke University Student Groups), Durham, NC

Writer, 2009 – 2010

Wrote editorials for the group's official publication, "Talking Drum"

Apartment Association of Greater Dallas, Dallas, TX

Summer Intern, Summer 2008

Conducted research and composed articles comparing and contrasting

Features of apartments in Dallas

Capgemini: Consulting, Technology, Outsourcing, Dallas, TX

Summer Intern, Summer 2007

Interviewed recently-hired employees and developed "New Employee" stories for Company newsletter

Education

Duke University, Durham, NC

Bachelor of Arts: English, 2011

Certificate: Policy Journalism and Media Studies, 2011

Skills

Highly skilled in written and spoken communication; proficient in AP Style, copyediting, shooting and editing video, social media, web design, MS Word, MS PowerPoint, MS Excel, MS Publisher

References Available upon request