

# JESSICA WARREN

jwarren629@gmail.com  
www.heyjess.com  
516.356.5195  
18 Tavern Way, Setauket, NY 11733

## EDUCATION

---

**AMERICAN UNIVERSITY, Washington, D.C.**

May 2010

**B.A.**, Public Communication; **Minor**, Spanish Language

**Cumulative GPA:** 3.92/4.0

**Honors:** Summa Cum Laude, Dean's Scholarship, Dean's List 8 consecutive semesters

**Study Abroad:** Madrid and the Mediterranean Program

Aug 2008 – Dec 2008

## RECENT EXPERIENCE

---

**Camp Mah-Kee-Nac, Lenox, MA**

MARKETING & TOUR DIRECTOR

June 2010 – Aug 2010

Managed lead database for premier boys overnight summer camp; secured, coordinated and hosted over 80 tours of prospective campers; edited, developed marketing materials; prepared, edited content for primary camp website; co-constructed, managed website to be digital/social media hub for camp families; trained and managed new photography staff

PHOTOGRAPHY & MEDIA COUNSELOR

Summers 2008 & 2009

Taught photography to boys ages 7 to 15; co-designed 2009 camp yearbook; co-planned and launched first two annual camp-wide art exhibitions; uploaded hundreds of photos to website daily

**Freelance Employment, Washington, D.C.**

PUBLICATION ASSISTANT, **Photographer Stephen R. Brown**

Mar 2009 – Present

Edited and designed *DC Photo Book*, published spring 2010; designed *Tidewater*, book to be published spring 2011; organized thousands of files and photographs; represented Brown, former White House News Photographer, at networking events; currently manage e-mail newsletters

PUBLICATION ASSISTANT, **Author Susan B. Magee**

Mar 2009 – May 2010

Facilitated pre-publishing process, designed layout, edited copy and prepared digital photos for 200+ page book, *Alchemy of the Soul: The Life of Artist Kalman Aron After the Holocaust*; constructed book website; trained author Magee, former White House Fellow, to edit web content

**Gannett's USA WEEKEND Magazine, McLean, VA**

DESIGN & GRAPHICS INTERN

Jan 2010 – May 2010

Designed magazine spreads; created promos for web and print; developed web buttons and banners; prepared materials for weekly editorial layout meeting; created comprehensive infographic of readership statistics; developed training materials for future interns

**American Literary Magazine (AmLit), Washington, D.C.**

PUBLICITY CHAIR

Jan 2010 – May 2010

Strategized, orchestrated and implemented all publicity and distribution efforts for 50-member student literary arts magazine; headed publicity team; trained and assisted new photography editors

PHOTOGRAPHY EDITOR

Sept 2006 – Dec 2009

Directed, coordinated review sessions of 10-20 staff; organized, formatted 250+ accepted photos

**The Advocacy Project, Washington, D.C.**

COMMUNICATIONS VOLUNTEER

Sept 2007 – May 2008

Established and managed social networking presence for the nonprofit; created Wikipedia page; updated multiple website pages; prepared digital photographs for web

## SKILLS

---

**COMPUTER:** Mac OSX; Windows XP, Vista; Microsoft Office; Adobe Photoshop, Illustrator, InDesign, Dreamweaver and Lightroom; Quark Express 8.0; Quark Publishing System; Twitter; Facebook; Wordpress; HTML and CSS; SPSS; MailChimp

**LANGUAGE:** *English:* native; *Spanish:* advanced reading and writing, intermediate verbal; *French:* basic reading

**MARKETING:** Creating press kits; writing and presenting strategic integrated marketing communication plans