**Kelly R. Jones**

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**Objective**

Corporate communications position in northern California.

**Summary**

* Corporate communications internship with Hewlett-Packard
* Magna Cum Laude graduate with BS in Communications
* Proficient with HTML, MS Office, Windows, and the Internet

**Education**

**Bachelor of Science in Communications, May 2023**

**Illinois State University, Normal, Illinois**

Graduated Magna Cum Laude with a GPA of 3.6 on a 4.0 scale

**Courses included:**

Communication Strategies Organization Communication Technology

Corporate Communications Public Relations

Intercultural Communications Quantitative Research in Communications

HTML/Web Development Desktop Publishing

**Experience**

**Corporate Communications Internship, June 2022-August 2022**

**Hewlett-Packard, Palo Alto, California**

* Re-initiated the departmental newsletter program, utilizing a common corporate format and theme to integrate with departmental news
* Launched the first Intranet-based newsletter, allowing for more efficient and cost-effective delivery of corporate news, with an annual savings of more than $60,000 in printing and delivery costs
* Developed HTML template to allow newsletter contributors to develop and deliver articles with little or no format editing
* Designed and developed new interface for Communications Department access to company-wide Intranet

**Assistant Editor/Reporter, August 2021-Present**

**Student News, Illinois State University, Normal, Illinois**

* Responsible for reporting of all campus social activities
* Developed weekly stories without missing a single deadline

**Activities**

* Vice President, Student Council, 2022-2023
  + Administration Liaison for Student Council
  + Co-chaired Complaint Resolution Committee
* President, Future Writers of America, Student Chapter, 2022-2023

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