

# KELLY JONES

## CONTACT INFO:

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www.joneskelly.com

## PROFESSIONAL SKILLS

Conflict resolution  
Curriculum development  
Outreach  
Program development  
Project management  
Public speaking  
Social media strategy  
Teaching and tutoring  
Team building  
Web content development  
Writing and editing

## PERSONAL SKILLS

Active listening  
Adaptability  
Communication  
Creative collaboration  
Problem solving  
Time management

## SUMMARY INFORMATION

Detail-oriented professional with 7+ years of experience providing education, outreach, and programming services for libraries, nonprofits, and universities.

## EDUCATION

University of North Carolina at Greensboro, 2018  
Masters of Library & Information Studies

University of New Orleans, 2013  
Masters of Fine Arts (poetry)

Antioch University Seattle, 2008  
Bachelor of Arts (literature & social justice)

Semester Abroad (Poetry Scholarship Recipient), Spring 2006  
Hellenic International Studies in the Arts  
Paros, Greece

## LEADERSHIP EXPERIENCE

Vice President, 2017 - 2018  
UNCG Library and Information Studies Student Association

Student Association Chapter of the Year, 2018  
American Library Association Award

Advisory Editor, 2015 & 2016  
I Don't Do Boxes Literary Magazine & Collaboratory

Class Representative, 2016  
NC LiteracyCorps

## AWARDS & RECOGNITION

Finalist, NCSU Poetry Contest, Spring 2021

Student Association Chapter of the Year, 2018  
American Library Association Award

Sara Aull Award Recipient, Fall 2016  
North Carolina Special Library Association

Best New Poets Nominee, 2016

Pushcart Prize Nominee, 2016

## INTERNSHIPS & RESIDENCIES

Conference Intern  
American Library Association  
Summer, 2018

User Experience Intern  
UNC-Asheville Ramsay Library  
Spring, 2018

Needs Assessment Intern  
Randolph County Public Library  
Spring, 2017

Communications Intern  
Elsewhere Museum  
Spring & Summer, 2015

Poet in Residence  
826 New Orleans  
Spring & Summer, 2014

Theater Intern & Performer  
The New Movement Improv Theater  
Winter & Spring, 2012

Poet in Residence  
Art Farm Nebraska  
Summer, 2011

## PROFESSIONAL EXPERIENCE

### OUTREACH & PROGRAMMING

Communications & Public Outreach Coordinator  
Bringing Theory to Practice, Elon NC  
March 2021 - May 2022

- Curate, edit, and manage publication of biweekly email letter, Bringing It.
- Design, curate, edit, and manage publication of triannual digital Newsletter.
- Manage, update, and utilize contact data base.
- Manage and curate the BT2P website, including expansion of multimedia and digital materials.
- Expand social media, including creating and posting original content and graphics.
- Work collaboratively with Elon Communications and the School of Communications.
- Coordinate with BT2P team to plan projects, initiatives, and convenings.
- Collaborative development and operational management of new publication, media, and digital communications projects. Supervise student workers in support of these responsibilities

Outreach & Education Manager  
The Scrap Exchange, Durham NC  
May 2019 - August 2020

- Developed and managed creative environmental arts programs and classes for diverse participant groups.
- Managed administrative operations for department.
- Worked collaboratively with leadership team to develop organizational goals, build community relationships, and plan fundraising events.
- Scheduled, contracted, staffed, promoted, prepared, and processed payments for 400+ programs, special events, creative classes, and room rentals annually.
- Hired, trained, scheduled, and supervised outreach staff; assisted in supervising interns and volunteers.
- Developed and promoted Green Forum environmental education series.
- Managed widely varied material collections, maintained stock of creative reuse materials, and oversaw Design Center operations.
- Developed systems to improve efficiency and effectiveness in booking and delivering programs.
- Worked with outside consultant on website redesign; created and updated content for Outreach & Education department pages.
- Coordinated with Marketing Director to schedule marketing for all programs; created social media content and interacted with followers.
- Worked with Design Manager to develop appropriate marketing collateral for Outreach programs and initiatives.
- Maintained and organized follow-up information and surveys for internal and external reporting; regularly reported key outreach metrics to Executive Director.
- Oversaw annual departmental budget.

## VOLUNTEER EXPERIENCE

Operations Assistant  
TELEPHONE international art project  
Summer 2020 – present

First Round Judge  
Tennessee Williams Poetry Contest  
2010 – present

Reader  
ALA Rainbow Booklist Committee  
2017 – 2018

Radio DJ  
WUAG 103.1  
2016 – 2017

Cofounder & Curator  
The Pizza Poetry Project  
2014

Editing & Programs Volunteer  
Big Class New Orleans  
2013 – 2015

Event Coordinator  
Gold Room Reading Series  
2011 – 2013

### Outreach Staff

The Scrap Exchange, Durham NC

March 2016 – May 2019

- Led creative reuse arts programs and workshops at festivals, schools, community centers, and special events.
- Worked independently in a variety of settings to model creative reuse practices and design centered thinking.
- Coordinated with event organizers onsite during set-up, breakdown, and throughout the program.

### Program Assistant

Ezra Pound International Conference

August 2010 – July 2011

- Processed conference registration forms, verified payment, responded to questions from conference attendees, and coordinated with presenters.
- Assisted with travel planning and developing tour schedules.

## LIBRARIES

Circulation Assistant II (Mobile Library Driver)

Alamance County Public Library, Burlington NC

September 2018 – May 2019

- Increased access to library services for rural residents by driving mobile library vehicle to partner sites.
- Promoted library services and programs at community events.
- Assisted in delivering materials to housebound patrons.
- Created promotional materials for outreach services and contributed book reviews and recommendations to library blog.

Library Assistant

Orange County Public Library, Hillsborough NC

April 2017 – May 2019

- Provided excellent customer service by conducting reference interviews, reader's advisory, and technical assistance in person and over the phone.
- Assisted in preparing youth programs, planning summer learning activities, leading story times, and designing promotional materials.
- Tracked youth program and service statistics.
- Collaborated with professional library staff to help with collection development and programming.
- Worked with circulation team to fill hold requests, check items in and out for patrons, and create promotional displays.
- Shelled materials and read call numbers to ensure that materials were properly shelved.

Reference, Outreach, & Instruction Intern

Jackson Library, University of North Carolina at Greensboro

August 2017 – May 2018

- Provided research assistance in person, by virtual chat, and by phone to students, faculty, staff, and the public.
- Assisted patrons in using library technology.

## PRESENTATIONS & READINGS

Featured Reader  
West End Poetry Festival  
Carrboro, NC  
Fall 2019

Poster Presentation  
"Alternative Spring Break: Experiential Learning for Graduate Students"  
UNCG School of Education's iDEAL Conference  
Greensboro, NC  
Spring 2018

Winner's Reading  
The Indy Week Poetry Contest  
So & So Books, Raleigh, NC  
Spring 2015

Artist Talk  
"On Found Poetry & Alternative Texts"  
Elsewhere Museum  
Greensboro, NC  
Spring 2015

Featured Reader  
River Writers Reading Series  
Baton Rouge, LA  
Winter 2013

Panel Discussion  
"What Are Editors Looking For"  
Gulf Coast Association of Creative Writing Teachers Annual Conference  
Fairhope, AL  
Spring 2013

Featured Reader  
Visiting Poets Series, Tulane University  
New Orleans, LA  
Fall 2012

Panel Discussion  
"When Two Become One: Merging of Identities in New Orleans' Public Colleges"  
Louisiana Association of College Composition Annual Conference  
Lafayette, LA  
Spring 2011

## TEACHING & RESEARCH

Graduate Research & Teaching Assistant  
Library & Information Studies Department, UNCG  
August 2016 - May 2018

- Organized online resources for students and provided access to web-based learning materials via Webex; created student surveys, updated online plans of study, and uploaded class recordings.
- Assisted with departmental event planning and management.
- Assisted with the management of the North Carolina Youth Ambassador program, updated library advocacy website, scheduled meetings with state representatives, and assisted with the coordination of trips to the state capitol and to Washington, DC.
- Conducted research, analyzed sources, and prepared summaries for faculty members; edited and formatted drafts of academic articles for publication; reviewed and edited grant applications.
- Contributed to departmental documentation and reporting throughout reaccreditation process.
- Increased social media following and engagement with students and alumni.
- Led usability study sessions with volunteer testers for VAWnet.org's website redesign.

Literacy Tutor & Volunteer Coordinator (Americorps)  
Durham Literacy Center  
August 2015 - July 2016

- Recruited, trained, and supported volunteer literacy tutors.
- Conducted intake testing for new students.
- Reported monthly on student progress and volunteer hours.
- Provided program information to students and the public.
- Taught adult early literacy students one-on-one and led intermediate reading and comprehension classes.

Writing & English Tutor  
Delgado Community College  
January 2014 - August 2014

- Worked with students in the Writing Center to identify next steps in their writing process to ensure that they met key assignment goals.
- Supported students in the TRiO program by offering individual tutoring sessions and group writing, editing, and career readiness workshops.
- Assisted students with technology in the computer and writing labs.

## RECENT PUBLICATIONS

### Poems:

The Tide Rises, The Tide Falls: An  
Oceanic Literary Journal, forthcoming  
"At Shell Island I Glimpse the Future"

Voicemail Poems, fall 2020  
"The Days Seem Longer When In the  
Morning There Is Rain"

Dead Mule School, summer 2020  
"Christmas Poem, a Genealogy"  
"If the Future Was Yesterday, then the  
Past is Forever"

Bone Parade, issue 8  
"Graveyards are Gardens that Embrace  
Those Who Lost"

Epigraph Magazine, issue 20  
"The river fills with sticks and garbage..."

Peach Mag, season 3  
"Now That I Live in a Small City"  
"The Disintegration of the Persistence  
of Memory"

Bone Parade, issue 7  
"When My Husband Flies Away for Work"

Oracle Fine Arts Review, volume XVI  
"A Gift Can Be Tricky"

The Coraddi, 120.2 edition  
"Bird of Passage"  
"Five Haiku for the End of History"  
"Honest Mistakes"

Reality Hands, issue 15  
"A Note on the Porch and a Plant that's  
Gone Missing"

### Reviews:

The Times-News, June 2019  
"Strength in the Face of Adversity:  
Malala Yousafzai's 'We Are Displaced'"

The Times-News, January 2019  
"Addressing Big Topics: Angela Davis'  
'Freedom is a Constant Struggle'"

Feminist Collections: A Quarterly of  
Women's Studies Resources, Fall 2017  
"Modern Female Poets: Celebrating  
Subversion by Creating New  
Mythologies"

### Instructor (Multiple Institutions)

Appalachian State University; The University of New Orleans;  
Intensive English Language Program  
August 2011 - December 2014

- Prepared curriculum for: Argumentative Writing, Introductory Composition, and Writing Across the Curriculum college level classes.
- Designed and led intensive Listening, Speaking, and Reading courses for non-native English speakers.
- Integrated creative approaches, current events, and multimedia to teach writing, reading, research, and critical thinking skills.
- Designed and scored formal and informal assessments to determine student progress.

### Test Administrator

Early Reading First, Recovery District Research Project  
August 2010 - October 2012

- Visited Pre-K schools throughout the New Orleans metro area to administer early literacy tests to students.
- Scored tests and delivered them to lead researchers.

### Research Assistant

English Department, University of New Orleans  
August 2010 - July 2011

- Conducted primary and secondary research on select poets and Southern women writers.
- Edited and formatted drafts of academic articles for publication; assisted in manuscript design and layout.
- Analyzed sources, prepared summaries, and verified information obtained through interviews for inclusion in academic articles.