Corpus Christi, TX 78412 (361) 537-­3536 wesjones603@gmail.com

James Wesley Jones

**Education**

**2020 - Present Texas A&M University Corpus Christi Masters in Public Administration with an Emphasis in**

**Public Safety**

* Current grade point average 3.9/4.0
* Anticipated graduation date is Spring 2022

**2015 -­ 2019 Texas A&M University Corpus Christi Bachelor's Degree**

* Bachelor of Arts Degree in Communications with a Minor in Public Relations
* Grade Point Average 3.62/4.0

**Work Experience**

**Fall 2019 - Present Texas A&M University at Corpus Christi University College of Liberal Arts Event Specialist**

**Corpus Christi, Texas**

* Plan and coordinate events for the College of Liberal Arts
* Communicate with faculty and staff
* Event Compliance with University and State Guidelines
* Reconcile Accounts
* Process and Report Donations
* Reserve rooms and equipment rentals
* Website Updating
* Create and Distribute Promotional Material
* Created Marketing Campaigns for the College of Liberal Arts
* Hosted Livestreams and Broadcasts

**Spring 2019 Texas A&M University at Corpus Christi University Center Event Set Up Crew**

**Corpus Christi, TX**

* Helped execute event set up and breakdown
* Coordinated with staff and team members on clients’ needs
* Set up electronics, AV, and technical equipment
* Helped organize meetings, ceremonies, and parties

**Summer 2017 & 2018 Laity Lodge Family Camp Activities and Transportation Director**

**Leakey, TX**

* Assigned staff to activities
* Made sure activities followed camp and state regulations
* Designated vehicles to counselors
* Communicate**d** with other camps about activity planning
* Set up and tore down activities
* Oversaw the safety of families and staff members
* Planned and executed events

**Spring 2018 Santos McBain Management & Planning Special Events Planner**

**Corpus Christi, TX**

* Planned and helped execute special events
* Created banners and invitation letters
* Assisted in making City Council agenda meeting packets
* Created press releases

**Fall 2017 House of Rock Public Relations Intern**

**Corpus Christi, TX**

* Managed social media accounts
* Interviewed Incoming Bands
* Wrote blog post
* Wrote press releases
* Developed and Implemented Campaigns

**Summer 2016 Texas A&M University at Corpus Christi Camp Representative for Aloha Days**

**Corpus Christi, TX**

* Served as counselor for incoming freshman
* Introduced new students to TAMUCC and its traditions

**Summer 2015 – 2018 Laity Lodge Family Camp Counselor**

**Leakey, TX**

* Helped serve families who attended LLFC
* Served as shooting & archery instructor
* Performed other responsibilities as requested by the Camp Director

**May 2013 – May 2015 Corpus Christi Country Club Cart Attendant**

**Corpus Christi, TX**

* Responsible for setting up the golf course
* Served the club’s members and their guest
* Cleaned members’ golf clubs

**Related Coursework and Organization Experience**

**Summer 2020 Emergency Management and Disaster Planning**

**Corpus Christi, TX**

* **Received several certifications during the course through FEMA**
* **Created research paper covering Airport Safety**
* **Learned federal, state, and local emergency management procedures**

**Fall 2018 Crisis Management Project**

**Corpus Christi, TX**

* Created a crisis plan for Children’s Hospital Colorado Foundation
* Collaborated with 50 other students on the project
* Created Organizational History
* Developed Risk assessment Plan
* Organized Strategic communication action plan
* Chosen as a leader of the group to present the final product to the client.

**Fall 2018 Event Planner of Communications Club**

**Corpus Christi, TX**

* Assisted President in duties
* Planned and facilitated events
* Design and created t-shirts

**Spring 2018 Public Relations Campaigns Course**

**Corpus Christi, TX**

* Created a PR campaign for The Purple Door
* Researched organization and target audience
* Developed campaign strategies and tactics
* Researched and tested campaign with a target audience
* Pitched idea to client

**Certifications & Awards**

* School of Art, Media and Communication Outstanding Public Relations Student award for 2019
* FEMA Social Media in Emergency Management Certification
* FEMA Decision Making and Problem Solving Certification
* FEMA Applications of GIS for Emergency Management Certification
* FEMA Local Damage Assessment Certification
* FEMA Developing and Managing Volunteers Certification
* FEMA Introduction to Hazard Mitigation Certification
* FEMA Introduction to Incident Command System Certification
* FEMA The Risk Management Process For Federal Facilities Certification
* LinkedIn Learning certification in Event Planning Foundations