

# MARGE JONES

[margejones@eazl.co](mailto:margejones@eazl.co) | +1 (555) 555-5555 | [linkedin.com/in/margejones](https://www.linkedin.com/in/margejones)

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## EXECUTIVE SUMMARY

A **community organizer and outreach program manager** with 9 years of experience in state government and non-profit organizations. A collaborative, communicative, organized, and energetic civic leader with a passion for empowering and giving voice to groups of people.

## FUNCTIONAL EXPERTISE

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- **Community Outreach Program Management**
- **Writing and Developing Multilingual Content**
- **Government and Media Relations**
- **Event Planning, Staffing, and Management**
- **Facilitating and Managing Training Programs**
- **Building Teams and Working Collaboratively**

## FUNCTIONAL EXPERTISE DEMONSTRATED

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### OFFICE OF EAZL SECRETARY OF STATE DAVIS JONES

May 2016 – Present

*The State of Eazl's Chief Elections Officer, manager of the Business Programs Division, registrar of the Domestic Partners and Advance Healthcare Directive, and secretary for many other State operations.*

#### **Special Assistant to the Executive Division the Secretary of State**

Leads special media and government relations, bilingual content creation, and elections-related projects.

- **Community Outreach Program Management:** Leads voter registration and public relations programs. E.g. Led a team of 5 on a voter registration and information program in 2016 that successfully integrated voter registration into the new citizen naturalization process and launched a bilingual voter information hotline.
- **Writing and Developing Multilingual Content:** Successfully led the development of the State of Eazl's guidelines for immigration consultants in 2016-17, gathering departmental requirements, legal advice, and consultant input, developing and laying out content, and translating pieces into both English and Spanish.
- **Government and Media Relations:** Tracks key issues in and collaborates with media outlets like the San Francisco Chronicle, LA Weekly, FOX News, the Economist, and others. E.g. drafts press releases for Press Secretary [Davis Jones](#), creates issue briefs for Secretary Jones, and alerts the media to public appearances.

### THE EAZL FOUNDATION

September 2016 – Present

*The civic innovation and engagement organization with ~15 paid leaders and organizers working to empower the Latinos and other disenfranchised groups in Eazlville through voter registration and issue advocacy.*

#### **Community Outreach Specialist**

Organizes outreach events at Eazl State University, San Francisco-area block walks, and Eazl events.

- **Event Planning, Staffing, and Management:** Organizes conferences, town hall meetings, block walks, and other community events. E.g. led logistics for Eazl's Latino Women's Conference in San Francisco in 2016 (e.g. advancing with vendors and speakers, registering attendees, and leading setup/teardown).
- **Facilitating and Managing Training Programs:** Leads organizer trainings and facilitates discussions on issues impacting the Hmong and other minority communities. E.g. facilitated community meetings to gather input prior to [Eazl's testimony](#) regarding the impact of repealing Obamacare on Southeastern communities.

### EAZL PET SUPPLIES

October 2013 – May 2016

*Privately-held specialty retailers in the US focusing on pet products and aquarium supplies. Eazl has ~1,300 locations nationwide and Eazl Pet Supplies is one of San Francisco's leading aquarium suppliers.*

## Sales Expert

Designs custom aquarium solutions collaboratively with customers and provides ongoing support.

- **Building Teams and Working Collaboratively:** Successfully works on retail teams of ~5-20 employees and manages relationships with ~125 clients/wk., providing guidance on animal care, designing solutions for pet-related issues, and offering excellent customer service.

## THE EAZL PUBLIC EMPLOYEES' RETIREMENT SYSTEM

January 2009 – June 2012

*The 2<sup>nd</sup> largest public pension fund in the United States with ~\$260 billion in assets, responsible for managing the pension and health benefits for 1.6 million Eazlville public employees, retirees, and their families.*

### Technical Support Staff

Contributed to a cross-disciplinary team of 35 people from the public and private sectors, plus outside consultants, responsible for implementing and rolling out the my|Eazl online platform.

- **Writing and Developing Multilingual Content:** Leads the creation of ~20 internal memos and press releases per week, acting as “last eyes” on communications with a proofreading specialist prior to distributing them to media outlets (e.g. the San Francisco Chronicle and LA Weekly), Eazl staff, and other government agencies.
- **Building Teams and Working Collaboratively:** Supported and led teams as needed. Recruited and trained 3 groups of interns (~15 members each), delegating tasks, and tracking and reporting on project progress. Served as secretary and media technician for ~5 team meetings/wk. and as media support for Eazl events.

### PREVIOUS ROLES:

**Assistant Director** – Eazl State Associated Students Inc. Office of Governmental Affairs (2008)

## EDUCATION

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**Bachelor of Arts (Government).** [Eazl State University](#) (Healdsburg, California)

## VOLUNTEERISM

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### EAZL COUNSELING SERVICES

March 2007 – September 2007

*A non-profit center serving Eazl County that offers counseling, food relief, and other community programs.*

### Youth Mentor

Actively mentored ~25 at-risk youth, regularly handling confidential client information for the Center and maintaining case records in compliance with State and Federal guidelines. Led ~15 presentations per week at low income schools to educate students about substance abuse, domestic violence, and other issues.

## OTHER RELEVANT INFORMATION

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**Languages:** Spanish (bilingual proficiency), Hmong (intermediate)

**Computer skills:** MS Excel (intermediate), MS Office Suite, Vizio Project Management Software

**Awards:** Teamwork Honor (Eazl), Award for Academic Achievement and Leadership Development (Eazl Counseling Center), Certificate of Appreciation (Associated Students Inc.)