

Jill Cockerham

1653 Wild Pine Way, Reston, VA 20194
703.624.5665 | jillecockerham@gmail.com
www.jillcockerham.com

Education

University of Virginia
Charlottesville, Virginia
B.A. Economics, Music, May 2007

Center for Digital Imaging at Boston University
Washington, DC
Graphic&Web Design Certificate, May 2009

Employment

Federal Development LLC
Washington, DC
July 2007 – Present
Marketing Coordinator

Executed marketing plans for various development projects
Designed brochures, newsletters, advertisements, other marketing materials
Executed direct mail campaigns
Coordinated and completed responses to requests for proposals
Planned events including Veterans Museum opening, RFP training conference

Betty's Azalea Ranch
Fairfax, VA
1998-Present
Office Assistant, Assistant Manager

Designed Newsletters, Signs
Assisted with website redesign, managed monthly enewsletters
Assisted with scheduling, wholesale purchasing, and book keeping
Answered customer inquiries regarding plant choices and care

McIntire Department of Music
Charlottesville, VA
October 2006-June 2007
Advertising Assistant

Designed all newspaper/radio promotions for UVA Music Department events
Created local newspaper partnerships doubling ad space size
Oversaw advertising budget
Created press releases and posters as needed
Managed PR work for professional residencies

First Year Players
Charlottesville, VA
2005-2007
Publicity Chair

Directed all publicity for "Pippin" and "Once Upon a Mattress"
Designed Flyers, Tshirts, programs, Advertisements
Mobilized publicity staff, innovated new publicity approaches
Over 2,000 people attended the 8 performances I publicized

Skills

Design Software

Illustrator, Photoshop, InDesign, Dreamweaver, Flash, Quark, Publisher

Web Design/Management

HTML, CSS, Javascript, Actionscript, JQuery, SHTML, Content Management

Computers

Powerpoint, Excel, Word, Server Migration, Office IT Management

Activities

Holy Trinity Lutheran Church
Website Redesign, Christus Choir

Managing website redesign, establishing new content management system

Opera Viva/First Year Players
Music Director and Vocal Director
2004-2007

Scheduled and led rehearsals for cast members and orchestra
Conducted productions of "Sugar", "Godspell", and "Carmen"