

SARAH ELIZABETH JONES

EMAIL: CONTACT@SARAHEJONES.CO.UK

TELEPHONE: 07970 718529

ONLINE PORTFOLIO: [HTTP://WWW.SARAHEJONES.CO.UK](http://www.sarahejones.co.uk)

PROFILE

30-year-old computing graduate with a 9 year career in the online and entertainment industries. Skilled at project, web and content management, I am also able to approach technical and organisational tasks with as much ease as undertaking any managerial needs.

EMPLOYMENT

TRAVEL, NOVEMBER 2011 – FEBRUARY 2012

I have recently returned from travelling around the USA by various means of transport including minibus, RV and car. It had been a lifelong dream to drive across the USA from East to West, and then drive up the West Coast, and I wasn't disappointed on completing the journey. I am however glad to be back in a country that uses real butter and understands the benefits of vegetables...

SCRIBBLEandSCRATCH.co.uk, JANUARY 2011 – PRESENT

Freelance Designer and Writer

- Working as both a content and news writer, I have worked for a newly launched company, boardtreader.com, and created articles for reviewexplorer.com.
- I also design and update websites (for example, bradybespokefurniture.co.uk and cornerhousehair.co.uk), and have created marketing materials and stationery for a number of companies.
- Helped start-ups in choosing which content management systems to use and assisting with business plans.

OLIVES ET AL, NOVEMBER 2009 – DECEMBER 2010

Web, Graphics and Social Media Manager

- Project managed the new website launch, liaising with three different companies to make sure that there was a smooth integration and change over with all our different systems including Sage, our CRM and the website CMS itself.
- Also created and controlled all social media aspects of the company, specifically Twitter, Facebook, YouTube and the company blog.
- Worked on a national competition from marketing conception to the final awards ceremony for the Deli Of The Year (www.delioftheyear.co.uk). This gave me valuable experience working within PR and marketing for a national campaign.
- Did all graphics creation within the marketing team for any marketing and press needs.

SONY MUSIC ENTERTAINMENT INTERNATIONAL, APRIL 2007 – OCTOBER 2009

Digital Project Manager (Global Digital Operations Team)

- Liaised with Asia and the Americas at an international level as part of the International Group, worked on global projects and improved digital processes across the board.
- Working with 22 European Countries on a local level, making sure that all partners wishing to use Sony Music content were technically and financially compliant to our systems.
- Lead projects within the digital team on an ongoing basis including royalty reporting and auditing of partners, and working with and training affiliate countries.
- Coordinated with the business, marketing and financial teams internationally and locally, making sure that all projects and partnerships progressed under the correct terms.

LYCOS UK LTD., SEPTEMBER 2006 – APRIL 2007

Product Manager (European Product Team)

- Managed products within the UK for Lycos, specifically the social networking, service and communication products including Love@Lycos, Lycos IQ, Email, SMS, Chat, Tripod, Blogs and Web Hosting.
- Managed the customer and product services department and staff within the UK.
- Travel to the Head Office in Germany occurred on a regular basis, keeping up-to-date with all product information and development and incorporating any changes into the UK market.
- Took on an editorial role, improving coverage of products, and writing articles.

YAHOO!, MAY 2004 – SEPTEMBER 2006

Manager / Technical Commerce Producer (Product Team)

- After promotion time was spent working on a European-wide project from fruition, improving the comparison search structure. I held project responsibility within the UK and Product team, with the help of my direct report.
- Other responsibilities included writing and publishing local content and continuing my technical role, editing code and preparing the site for new developments.
- Whilst in this role I was further involved in business and managerial issues, keeping up-to-date with new projects within the company and working closely with many teams throughout Europe. I also benefited from attending managerial training courses.

KELKOO, JULY 2003 – MAY 2004

Content Producer (Product Team)

- Working closely with other members of the Product Team, my time was spent working on the content of the local website, liaising closely with the Sales Team to get what the merchants requested onto the site. I frequently used HTML, JSP, Adobe Photoshop, CVS and Content Management Systems to push this content live across Kelkoo.

TECHNICAL and DESIGN SKILLS

Adobe Design Suite CS5

Sage200

PHP (Basic)

HTML

CRM

SQL (Basic)

CSS

Microsoft Office Suite

jQuery (Basic)

CMS

Microsoft Project

Javascript (Basic)

EDUCATION

Sunderland University, 1999 – 2002

BSc. Internet Information Systems (Hons) 2:1

Roundwood Park Sixth Form, 1997 - 1999

English, Chemistry and Biology (A-Levels), General Studies (AS-Level)

Roundwood Park Secondary School, 1992 – 1997

9 GCSE's, including Mathematics, English, Science

INTERESTS

I enjoy the outdoors, specifically walking, jogging and trekking and recently trekked to Everest Base Camp in Nepal. This was a fantastic experience and I continue to enjoy the outdoors a little closer to home, walking in the UK. I love to travel and try and get to new places around the world whenever possible though generally speaking, I aim for places a little easier to reach than Everest, having just returned from a road trip across the USA.

I am a keen writer, both for business and pleasure, and particularly enjoy writing online content. I am also an active social networker.

When not up mountains or in front of a computer screen I enjoy typography and printing and have recently invested in an Adana press so I can combine these two passions through letterpress printing. I can often be found either covered in ink or superglue!

REFERENCES AVAILABLE ON REQUEST