

# JANIE YOUNG

## CALL

404.444.0308  
(mobile)

## WRITE

3154 Leeland Rd  
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## writing samples

upon request

## QUALIFICATIONS SUMMARY

- Engaging communications professional with proven track record in internal communication
- Creative writer well-versed in developing communication plans for a variety of formats and vehicles
- Intuitive storyteller committed to capturing hearts and minds through inspiring narratives

## PROFESSIONAL EXPERIENCE

### ***Sr. Communications Specialist***

#### **Cox Automotive**

Atlanta, GA; promoted from Specialist – Sales; January 2008 – present

- Offer strategic internal communications support for division consisting of three brands across five locations responsible for \$2B of revenue, including Autotrader and Kelley Blue Book
- Plan, write and edit creative, attention-grabbing content for 3500 employees
- Boost brand pride and drive team member engagement through immersive, experiential culture initiatives
- Partner closely with senior leadership and boundary partners, especially Marketing and HR, to execute written, digital and visual communications including blogs, product launches, emails, and video
- Promoted from Sales communications specialist December 2017; daily tactical communications for remote national Sales team, oversaw launch of a weekly newsletter and cascade call series framework

### ***Lifelong Learning Associate***

#### **Columbia Theological Seminary**

Decatur, GA; October 2013 – January 2016

- Manage registration, enrollment, and hospitality for 40-50 events and courses per year; prime administrator of event management system
- Oversee a group of 3-4 work study assistants

### ***Corporate Communications Coordinator***

#### **Byers Engineering Company, a utilities engineering and software development firm**

Atlanta, GA; promoted from file clerk then receptionist, October 2008–October 2013

- Assemble, design, edit, and publish internal communications message boards 2-4 times monthly, physically and on intranet. Provide feature and human interest content under deadline.
- Lead content and design manager for corporate wellness program.
- Compose written communication to employees regarding internal corporate affairs, such as human resources announcements, etc. Produce all visual and written announcements and notices for company events.
- Work closely with President & CEO and other executive officers on corporate projects. Focal point for interdepartmental communication among 20+ office locations.

## TRAINING AND CONTINUING EDUCATION

### **Business and Marketing Writing**

UGA Center for Continuing Education, online, 2016

### **Copy Editing and Proofreading**

Emory College Continuing Education, Atlanta, GA, 30322, 2009

### **Microsoft Office Excel, Adobe InDesign CS4**

ONLC Training Center, Atlanta, GA, 30328, 2009

## TECH SKILLS

Apple and PC; Microsoft Windows, Chrome, Safari, and Firefox; MailChimp, EmailOpen, Jive, Salesforce Certain (event management software); Adobe: InDesign CS4, Acrobat, Photoshop; Microsoft Office 2007 & 2010: Word, Excel, PowerPoint

## ACADEMIC HISTORY

***Bachelor of Arts Magna Cum Laude Graduate, Kennesaw State University, December 2005***