

# JAMI MAYS

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## Summary

Tech-savvy self-starter with over twenty years of experience with WordPress web development, graphic design, marketing and communication. Several years of experience in community organizing, civic engagement and campaign development.

## Skills

- Research and Development
- Curriculum Development
- Policy Development
- Staff Training
- Grant Proposals
- Labor Relations and the NLRA
- Media Industry Best Practices
- Project Management
- Data Management
- WordPress Code and Quality Standards
- Debugging and Troubleshooting
- Conversational Spanish
- CRMs
- Google Workspace
- Microsoft Office
- Adobe Software
- Google Analytics
- Zapier

## Experience

- 02/2023 - Current **Support Services Coordinator**  
**Workers Center at Economic Justice Coalition**  
*Athens, GA*
  - Manage membership database and dues for non-unionized, low-wage workers in NE Georgia
  - Onboard, train and manage volunteers for the Workers Center
  - Develop marketing materials for upcoming events, workshops & trainings for workers
  - Track and manage research and data on local legislative activity in spreadsheets and reports
  - Generate content for social media and blog for Workers Center
  - Carry out clerical duties, preparing documents, internal communications, organize and schedule meetings and events, and managing Google Workspace tools
  - Identify sources of funding, prepare proposals and grant applications, and donor management
- 05/2022 - 02/2023 **Communications Director**  
**Economic Justice Coalition**  
*Athens, Georgia*
  - Devised and oversaw communication strategies for educating the public on workers rights and increasing civic engagement
  - Developed brand standards, designed and developed print collateral and managed website and social media content
  - Cultivated partnerships with other nonprofit organizations and labor unions
  - Managed Google Workspace account as Super Admin and developed curriculum and coordinated technology training for team
  - Managed, onboarded and trained volunteers
  - Researched, drafted and managed grants and developed fundraising strategies to increase organization sustainability
- 04/2021 - 05/2022 **Shift Supervisor**  
**Starbucks Coffee Company**  
*Athens, GA*
  - Completed opening and closing duties, cash handling, order placement, inventory management and daily scheduling at the busiest store in the area
  - Mentored and coached staff by giving employees suggestions and feedback to improve job performance as well as led training of new staff members

- 04/2018 - 06/2020

**Lifespan Montessori**  
Athens, GA

**Montessori Primary Teacher**

  - Delivered Montessori lessons in a carefully prepared environment with aim of promoting coordination, concentration, independence and order in safe and positive learning environment
  - Guided and deployed three support teachers in areas of passions, gifts and needs
  - Established powerful and inspiring classroom culture where children had high self-expectations with strong self-motivation and self-direction
  - Fostered positive relationships with parents and coworkers
- 01/2015 - 03/2018

**Waseca Montessori**  
Athens, GA

**Assistant Montessori Teacher**

  - Used Montessori philosophy, curriculum and techniques to develop student's full potential and treated each child with dignity and respect, implementing behavior modeling and positive reinforcement into daily routines
  - Maintained classroom supplies, inventory and stock
  - Maintained daily records of individual activities, behaviors, meals and naps
  - Observed children to record development
- 01/2005 - 12/2015

**Imaj Works**  
Atlanta, GA

**Developer & Designer (Self-Employed)**

  - Provided WordPress development training to clients, one-on-one and in workshops
  - Designed visual and graphic images for web and print
  - Positioned myself as a thought-leader in my industry

## Education and Training

- Tempe, AZ

**Some College (No Degree)** in Public Affairs and Public Policy Analysis  
Arizona State University
- Atlanta, GA

**Some College (No Degree)** in Graphic Design  
Georgia State University

## Achievements

- Designed and implemented **Junior WRITE CLUB**, a week-long summer camp for elementary aged kids focused on creative writing and public speaking (2013)
- Featured on **Brown Bag Business Chat** by Blue Steele Solutions (2014)
- Featured Developer & Author for **Layout**, online Magazine for Flywheel, a managed WordPress Hosting Company (2015)
- Co-Founder **Coalition for Athens Schools**, an education and labor advocacy group comprised of parents and public school workers (2020)
- Partner of the Quarter**, Starbucks Coffee Company (2020)
- Labor Organizer and Committee Member for **The Workers Center at Economic Justice Coalition** (2021)
- Steering Committee for **Fund Georgia's Future** (2022)
- Community Advisory Board Member for **Family & Community Engagement, Clarke County School District** (2022-Present)
- Elected Parent Representative for Oglethorpe Avenue Elementary's **Local School Governance Team** (2022-Present)
- Steering Committee for **Hive Mind Co-Operative**, a new creative economy project to build wealth in BIPOC communities in Athens, GA (Jan 2023-Present)
- Principal Researcher for **Solutions for CCSD**, a project to increase transparency in standard operating procedures for Clarke County School District (2023-Present)

## References Available Upon Request