

Margaret Jones

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PLEASURE IS ALL WINE, Pelham, Alabama **2007- Present**
Assisted in the organization of opening events and marketing. Retail sales and store inventory. Coordinate special events and tastings.

KELLER WILLIAMS REAL ESTATE, Birmingham, Alabama **2007-2008**
Office Manager: Order supplies, generated sales calls from FSBO websites for local office and Nashville office and coordinate direct mail pieces for both offices.

HOOVER CITY SCHOOLS, Hoover, Alabama **1998-Present**
Substitute Teacher

ABC PRESCHOOL, Birmingham, Alabama **1996-1999**
Work with children of various ages to prepare them for school including socialization and motor skill coordination.

Luckie & Company, Birmingham, Alabama **1990-93**
Assistant Print Production Manager: Responsible for the day-to-day operations supporting high profile clients including: BellSouth, American Cast Iron Pipe Company, GameTime and Blue Cross & Blue Shield of Alabama. Supported account management with key print collaterals to deliver on customer expectations for newspaper, magazine and brochures. Customized output for regional specifics per client needs.

American Cast Iron Pipe Company: Birmingham, Alabama **1989-90**
Publicity Assistant: Coordinated the printing of engineering sales product brochures and manuals. Compiled press releases and coordinated visitor tours for the production facility and plant.

Gillis Townsend Advertising, Birmingham Alabama **1986-89**
Assistant Print Production Manager: Coordinated printing of catalogs, annual reports and direct mail pieces for customers such as: Protective Life, Russell Athletic and HealthSouth

EDUCATION

B.S. University of Louisville, Louisville, Kentucky
Major: Psychology Minor: Biology