

Heidi I. Jones

131 Allen St., Apt. 15 ♦ Buffalo, NY 14201 ♦ PO Box 126 ♦ Blossburg, PA 16912 ♦ 570-638-2486 ♦ heidi.i.jones@gmail.com

EDUCATION

Juris Doctor, expected 2011	University at Buffalo Law School, Buffalo, NY Estimated Class Rank: Top 15-25%
Substantial course work for Master of Arts, Sociology	University of Maryland, College Park, MD
Bachelor of Arts, Sociology	Pennsylvania State University, University Park, PA

CERTIFICATIONS

Certificate, 30-hour Basic Mediation	Center for Resolution & Justice, Buffalo, NY
Certified QuickBooks Professional Advisor	Intuit, Mountain View, CA
Certificate, Facilitating Conflict Resolution	Creative Response to Conflict, Takoma Park, MD

EXPERIENCE

Owner Ridgerunner Consulting, Blossburg, PA 2/03 – present
Provide financial, operations, and administrative consulting services for small businesses, local governments, corporations, nonprofits, and individuals. Analyze financial situations, determine problems, and provide recommendations and solutions. Prepare organizational documents, nonprofit exemption applications, and tax returns. Write grant applications. Evaluate, select, and configure QuickBooks and/or QuickBooks Point of Sale, and integrate with third-party applications. Provide software and Internet tutoring. Select, manage, or work with consultants as needed. Evaluate, install, upgrade, and support computer and network hardware, software, Cat 5e and wireless networks. Evaluate, design, set up, and support Web sites and databases.

President Blossburg V.I.B.E., Blossburg, PA 4/04 – 7/06

Treasurer 7/07 – 7/08

Consultant 7/06 - present

Created and led community development organization to successfully apply for Pennsylvania Department of Community and Economic Development Main Street program grants of over \$80,000. Successfully applied for \$40,000 grant for community skateboarding park from PA Department of Conservation and Natural Resources, and over \$30,000 in other grants. Successfully applied for IRS 501(c)(3) status. Facilitated community-wide visioning sessions in June 2004 to determine direction of organization. Developed mission statement. Work with borough government, community members and organizations to achieve community goals. Work with current president to assure compliance with grant programs. Seek additional grant opportunities. File tax returns, manage budgeting and funds.

Secretary Blossburg Improvement Association, Blossburg, PA 1/06 – present

Member 2005 – present

Successfully applied for IRS 501(c)(3) status for nonprofit real estate development/holding corporation established in 1971. Record, write and maintain minutes, correspondence and files. Manage budget, assist treasurer with financial planning. Work with board members to develop and implement projects that improve the downtown business district and Blossburg using rental income.

Information Systems Manager

Association for Conflict Resolution, Washington, DC

6/01 – 2/03

Consultant

2/03 – 11/03

Created and designed attractive, useful information architecture and navigation scheme for public and members-only web sites. Facilitated requirements-gathering sessions. Developed requirements into application and system designs. Managed all internal IT needs, training and support. Managed \$60,000 information technology budget.

Senior Analyst/Programmer

Verizon (through Ajilon), Baltimore, MD

10/99 – 6/01

Worked with end users, process specialists, and management to create thoughtful processes and requirements to satisfy multiple and sometimes conflicting needs, resulting in powerful Lotus Notes/Domino applications supporting deployment of nationwide DSL network. Led team of five Lotus Notes/Domino developers and one documentation specialist.

Software Engineer

SIGNAL Corp., Falls Church, VA

2/99 – 8/99

Designed and developed custom dynamic content-management application for complex government Web site. Facilitated requirements-gathering sessions. Developed graphic/navigation style, structure, content, and content management tool.

Housing Assistance Council Washington, DC

2/97 – 2/99

- ◆ Collaborated with staff computer task force and consultants to plan and implement organization's migration to a network, standard operating system, standard office software, and Lotus Notes groupware. Resulted in improved internal and external communications, data security and organizational efficiency. Worked within strict budget constraints. Designed Lotus Notes workflow applications based on full development life cycle techniques to improve organization efficiency and reporting. Redesigned website, improving navigation, architecture and information provision. Expanded site from 35 files to over 250. Wrote and managed content.
- ◆ Provided public and media communications services that resulted in significant media coverage and contributed to increased Congressional appropriation. Wrote and edited *HAC News* (circ. 5,100), the only publication for rural housing advocates and practitioners, on biweekly deadline. Wrote and edited 24-page annual report and quarterly reports to funding sources. Designed organization's first public relations program with emphasis on local and trade media outlets. Planned and executed new identity system, including logo, stationery, brochures and publications. Selected, trained, and supervised communications assistant and intern. Wrote research report on USDA housing program, analyzing statistics provided by USDA.