

# JILLIAN C. KUHN WARREN

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5202 Malik Drive, Durham, NC 27703

Self-motivated, creative digital communications problem-solver who can do it all:  
web, content, media, press, branding, project management

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## PROFESSIONAL EXPERIENCE

NC ADMINISTRATIVE OFFICE OF THE COURTS - *Digital Communications Project Manager*, Raleigh Feb. 2012-Present

- Second-in-command communications officer for statewide judicial branch of 7,000 employees
- Manages ongoing intranet redesign - bringing a several-year project to launch by navigating difficult vendors, changing requirements, diverse stakeholders, restrictive budgets and technologies, government regulations and politics, outdated content
- Independently produces award-winning building email newsletter, editor of 3 additional newsletters
- Oversees web content updates; responds to public and press inquiries; writes and edits news, releases
- Pitches new technologies (e.g., analytics, video services), directs implementation and sets policies
- Manages hiring and work assignments of new staff and interns

VIGET LABS - *Web Project Manager*, Durham

Apr. 2010-Feb. 2012

- Managed all local projects (worth \$1M/year) in 15-person office; up to 14 active clients at once
- Led all facets of diverse web strategy, design, development projects, including resource and budget management, client relations, marketing, sales, user experience, content, production
- Brought in business, enhanced client relationships through long-term engagement management
- Go-to copywriter/editor for company communications; member of Marketing and Content teams

FREELANCE - *Communications/Marketing Specialist*, Durham

Jan. 2009-Present

- Copy writing/editing; video, photo, graphic production; websites; marketing strategy; career counseling

NEWFANGLED - *Assistant Project Manager*, Carrboro

Mar. 2009-Apr. 2010

- Supervised new websites, upgrades, maintenance, strategy for 80+ clients
- Advised on analytics, content strategy, marketing, SEO, usability, design, IA, social media

WNCN-TV NBC 17 (Media General) - *Promotions Writer/Producer*, Raleigh

Apr. 2007-Jan. 2009

- Single-handedly responsible for writing, producing, shooting, editing 5+ daily on-air newscast promotions
- Chief newsroom brand advocate; spearheaded innovative rebrand of daily marketing strategy

WHBQ-TV FOX 13 (FOX TV) - *Promotions Associate Producer*, Memphis, TN

Apr. 2006-Apr. 2007

- Produced on-air promotions, managed 24-hour on-air schedule, hosted station events
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## RELEVANT SKILLS

**Technology:** PC & Mac, Microsoft Office, Adobe Creative Suite, web content management systems (Drupal, ExpressionEngine, WordPress, etc.), project management tools (37signals, Microsoft Project, SharePoint, ticketing systems, etc.), Google Analytics, HTML/CSS, email newsletter services, social media networks and tools, video and audio editing, videography, photography

**Language:** French (proficient)

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## EDUCATION

UNIVERSITY OF PENNSYLVANIA, College of Arts and Sciences - Philadelphia, PA

Bachelor of Arts in Communication (Annenberg coursework), *magna cum laude*, December 2005

Minors: Cinema Studies, French

Dean's List all years in attendance