
DANIELLE E. WILLIAMS

COMMUNICATIONS SPECIALIST | MEDIA RELATIONS | JOURNALIST

Education

Graduate Student

*Master of Arts in Writing and
Digital Communication*

Agnes Scott College

Expected Summer 2020

Bachelor's Degree

Bachelor of Arts in English

Valdosta State University

2010

Skills

Adobe InDesign
Adobe Premiere Pro
Adobe Illustrator
Adobe Photoshop

Contact

678-468-1888
deversonwilliams@gmail.com
McDonough, Ga.

Experience

Communications and Outreach Coordinator (2020- Present) State Charter Schools Commission of Georgia

Manage web content on the State Charter Schools Commission website. Coordinate and monitor social media content for various social media channels. Produce meeting minutes for State Charter Schools Commission meetings. Organize and distribute media reports to stakeholders and commission members. Develop monthly newsletters for the agency.

Communications Specialist (2018- 2020)

Georgia Department of Early Care and Learning (DECAL)

Photographed statewide and agency events. Filmed and edited video for the agency. Coordinated and recorded the agency's weekly podcast. Created and scheduled social media content. Created graphics and handouts for distribution. Wrote and edited articles for the agency's quarterly newsletter. Designed annual reports and agency publications. Assigned duties to the communications interns.

Communications and Outreach Specialist (2016 - 2018)

Georgia Department of Early Care and Learning (DECAL)

Monitored nearly \$1M contract with Quality Care for Children (1-877-ALL-GA- KIDS). Wrote press releases. Promoted DECAL's Quality Rated Marketing Campaign across Georgia to families, stakeholders and legislators. Photographed, filmed and edited videos. Created and scheduled social media content. Organized and executed meetings with agency partners and advisory committees.

Reporter (2015- 2016)

Douglas County Sentinel, Douglasville, Ga.

Wrote news articles for local city council and crime beat. Photographed events. Served as an administrator on social media accounts. Designed newspaper.

Associate Editor (2014-2015)

France Media, Inc., Atlanta, Ga.

Wrote articles about commercial real estate in the Midwest for a monthly magazine

Reporter (2012-2014)

The Covington News, Covington, Ga.

Wrote feature, crime, government and education stories for the newspaper. Occasionally designed the newspaper and special sections. Photographed events. Developed an internship program for aspiring writers in high school. Created and served as an administrator on social media accounts.

Associate Producer (2011-2012)

13WMAZ, CBS News, Macon, Ga.

Produced newscasts for morning and midday news. Worked with reporters, anchors and news managers to write content for newscasts. Edited video and created graphics.

Reporter (2010-2011)

The McDuffie Progress, Thomson, Ga.

Developed story ideas and wrote news articles for bi-weekly publication in McDuffie County, Ga. Photographed local events including the 2011 Masters Golf Tournament.