

Jeffery Ledington

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Dynamic communicator with a knack for creating clear and impactful content. Over 6 years of experience in writing and editing, marketing, and social media roles, with a strong background in grant writing and project management, having secured over \$5.5 million for community projects. Proven expertise in drafting and editing technical scripts for federal agencies and overseeing content management. Eager to contribute unique skills in strategic communication to enhance organizational effectiveness and drive results.

WORK EXPERIENCE

- Technical Writer-Scripts** 10/2024 – 03/2025
UTCVM- University of Tennessee College of Veterinary Medicine, Remote
- Edited, proofread, and revised technical scripts for training video projects in collaboration with FEMA, USDA, FDA, CDC, and other agencies for The Center for Agriculture and Food Security and Preparedness (CAFSP).
- Website Editor** 08/2023 – 12/2024
The Pacer, Martin, TN, United States
- Managed overall content for the UT Martin student newspaper website.
 - Orchestrated a comprehensive website redesign in spring 2024.
 - Reviewed, edited, approved, and scheduled content submitted by staff members.
 - Crafted news stories as needed to support the reporting team.
- Community Development Coordinator** 08/2022 – 12/2023
Northwest Tennessee Development District, Martin, TN
- Secured grants totaling \$5.5 million to benefit over 250,000 people.
 - Administered \$30 million in grant-funded projects for federal and state entities.
 - Cultivated expertise in funding and reporting requirements across various organizations.
- Contributing Reporter** 07/2020 – 08/2022
Corbin News Journal, Corbin, KY, United States
- Reporter** 09/2019 – 08/2022
Mountain Advocate Media, Barbourville, KY, United States
- Covered a broad range of general news for Knox County, Kentucky, and the City of Barbourville, including court proceedings, crime, businesses, government, non-profits, education, and investigative reporting.
 - Earned 9 awards in the Kentucky Press Association News Contest for writing, social media use, and data-driven reporting.
 - Produced and edited video and photos using Adobe Premiere, Photoshop, and other applications.
- Shelter Operations** 04/2019 – 06/2019
KCEOC COMMUNITY ACTION PARTNERSHIP, Barbourville, KY
- LIHEAP Specialist** 01/2019 – 04/2019
KCEOC COMMUNITY ACTION PARTNERSHIP, Barbourville, KY
- Spa Attendant** 03/2018 – 10/2018

The Ritz-Carlton Hotel Company, L.L.C., Dallas, TX

Retail Clerk

07/2017 – 03/2018

The Ritz-Carlton Hotel Company, L.L.C., Dallas, TX

Support Staff

10/2016 – 05/2017

Family Promise of Bradley County, Cleveland, TN

- Transported clients from housing to work/school/day center.
- Assisted with various duties as needed.

Vista Volunteer ANDOR

06/2016 – 05/2017

AmeriCorps VISTA, Cleveland, TN

- Authored grant applications that secured \$5,500 in cash and in-kind donations.
- Forged partnerships with community organizations for resources and learning opportunities.
- Recruited and trained 20 volunteers while overseeing 50 over a 12-month period.
- Created training manuals, flyers, brochures, and media materials.

FEMA Corps Member

07/2015 – 04/2016

AmeriCorps NCCC, Vicksburg, MS

- Designed assessments to evaluate the team's understanding of various disaster and emergency scenarios, Presidential Policy Directive 8 (PPD 8), and FEMA's Ready Campaign. The results were intended to prepare the FEMA Corps team for engaging presentations aimed at teaching disaster preparedness to diverse audiences, from children to government officials.
- Trained as a Media Representative for FEMA Corps; developed and distributed six press releases to various media outlets regarding team activities and updated FEMA Corps social media while documenting the year with photographs.
- Evaluated updates to FEMA Emergency Management Course EO-209: State Recovery and Coordination Student Manual and provided recommendations.
- Constructed a database of potential partner organizations for the Community Planning and Capacity Building Branch.
- Provided registration assistance for federal aid to disaster survivors, primarily in response to the South Carolina Flooding, for which I received a certificate in recognition of my efforts.
- Assisted over 400 disaster survivors with the disaster aid registration process.
- Participated in cleanup efforts for tornado debris in Garland, TX.
- Conducted an inventory of FEMA equipment including laptops, phones, batteries, etc.

Leader on Duty

10/2013 – 07/2015

JCPenney, Corbin, KY

- Supervised and assisted junior associates in operating registers, organizing and restocking merchandise, and restructuring in-store displays and advertisements.
- Trained new associates on sales floor etiquette, register operation, computer systems, store policies, and best practices for customer assistance.
- Conducted safety briefings for associates and management regarding equipment, tools, and safety measures, ensuring customer safety during operations.

Co-Op Student

08/2011 – 05/2012

Knox County Schools, Barbourville, KY

- Organized and filed hard copies of student records for grades K-6.
- Managed incoming phone calls, transferring callers to appropriate destinations and delivering messages to faculty and staff.

- Collected, organized, and distributed mail to all faculty and staff members.
 - Transported medical supplies from the local health department to the school nurse's office.
 - Provided administrative assistance to front office staff, teachers, and the principal.
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EDUCATION

Master of Science - Communication and Information, Strategic and Digital Communication 01/2025 – Present
University of Tennessee, Knoxville, Knoxville, TN

Bachelor of Interdisciplinary Studies - Business and Communications 2023 – 2024
University of Tennessee at Martin, Martin, TN

SKILLS

Project Management	Technical Writing	Journalism
Grant Administration	Digital Strategy	Data Analysis
R Programming	Google Analytics	HubSpot
Website Editing	Content Management	Video Editing
Photography	Adobe Premiere	Adobe Photoshop
Strategic Communications	Public Relations	Community Impact
Audience Analytics	Content Strategy	Compliance
Accuracy	Public Safety	Data-Driven Decision-Making
Stakeholder Management	Leadership	Volunteer Recruitment
Volunteer Training	Supervision	

CERTIFICATES

Google Data Analytics Specialization
Google

Data Analysis with R Programming

HubSpot Certified
HubSpot