

CAROLINE MICA JOLLY
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EDUCATION

Old Dominion University Norfolk, Virginia
Master of Library and Information Studies
Concentration: School Librarianship

December 2022 expected graduation

George Mason University, Fairfax, Virginia

Master of Education in Curriculum and Instruction, Specialization in Multicultural Education May 2006

The University of Virginia, Charlottesville, Virginia

Bachelor of Arts, Drama

May 1997

Virginia Department of Education Collegiate Professional License

Elementary Education PreK-6 endorsement

Effective July 1, 2020-June 30, 2030

RELATED EXPERIENCE

FAIRFAX COUNTY PUBLIC SCHOOLS – WALT WHITMAN MIDDLE SCHOOL Alexandria, VA

Library Assistant (September 2019 - present)

- Support the Head Librarian with administrative and instructional tasks as needed, to include but not limited to: shelving, checking resources in and out, running overdue notices, placing items on hold.
- Create monthly theme displays for the library tables, the display cases and hallways.
- Run literacy programs such as the March Madness Book Battle, Movie vs Book contest, and Winter giveaway programs.
- Present Library Orientation lessons and host monthly class visits for all 7th and 8th grade English classes.
- Research and use selection aids to build purchase lists for quarterly print and e-book orders on Mackin.

WASHINGTON INTERNATIONAL SCHOOL- Washington, D.C.

Instructor/5th Grade Team Leader (September 2005 –August 2007)

- Proficient understanding of the design and structure of the International Baccalaureate program curricular.
- Appointed to serve as a member of a long-term Strategic Planning committee.
- Led biweekly team meetings of six to ten faculty members; making immediate decisions, promoting self-confidence and leadership in team members and ensuring that instruction is meeting the standards of the school.
- Scoped, planned, and prioritized the financial needs of the team.
- Delivered engaging, creative, and professional oral presentations to educate and inform the school community.
- Oversaw the coordination and instruction of sixty international students effectively daily.

AMBRIIT INTERNATIONAL SCHOOL- Rome, Italy

Instructor/5th Grade Team Leader (September 2001-2005)

- Researched, designed and implemented the educational curricula by creating hands-on tools to improve efficiency of instruction
- Produced personalized, quarterly reports.
- Maintained strong parent-teacher relationships by successfully matching the desires of the parents and the needs of the students.

THE DMA GROUP- Alexandria, VA

Vice President, Communications & Operations

(September 2011 – September 2019)

- Led organization's marketing and communications function including developing and executing strategies to promote The DMA Group's brand.
- Created and led all social media, online, print and website communications.
- Developed media strategy, outreach and executed messaging for key stakeholder audiences.
- Led financial planning, business development, budgeting, audits, and accounting.
- Fostered a cooperative and inclusive workplace that supported The DMA's goals and individual growth.
- Met the highest standards for compliance requirements.
- Semi-Annual oversight of DMA contribution and Lobbying Disclosure Act (LDA) reporting.
- Exceptional writing, listening, planning, critical thinking, project management and problem-solving skills.

NATIONAL GUARD BUREAU- ALUTHQ, LLC- Arlington, VA

Public Affairs Specialist, Community Relations

(July 2008 –September 2011)

- Recommended community relations practices and procedures for implementation at the National Guard Bureau and 54 States and territories.
- Developed goals, key strategies, and objectives in accordance with DoD and NGB policy and procedures.
- Analyzed the effectiveness of outreach plans and offers alternative approaches and solutions for programs and projects.
- Networked with federal agency and private sector leadership to heighten the visibility of the mission and capabilities of the National Guard.
- Wrote messages for the Chief of the National Guard Bureau (CNGB) to ensure direct communication from the CNGB to National Guard Citizen-Soldiers/-Airmen and their families during key holidays and commemorative periods.
- Managed "Above & Beyond" recognition program, highlighting the accomplishments of the National Guard members to senior leadership, public affairs officers at all levels, and the general public.
- Processed and coordinates review of aviation support requests, including flyovers, civic leader and media public affairs travel and orientation flights.
- Planned, developed, and produced National Guard exhibits for trade shows, conventions, conferences and symposia.
- Marketed and implemented the National Guard Speakers' Bureau; establishing credibility/expertise in a subject, garnering media coverage, fostering two-way communication and earning the trust of the public.
- Re-designed community relations website with fresh images and enhanced capabilities.
- Highly effective interpersonal skills with the ability to inform, educate, and create awareness about the National Guard among general audiences, target partner agencies and key decision makers.

AFFILIATIONS

American Library Association, *Member*

December 2018-present

American Library Association, ODU Student Chapter, *Member*

September 2020- present

Associated School Librarians of Fairfax County

Member, September 2021 - present

Virginia Association of School Librarians

Member, September 2021 - present

Aldersgate Day School, Board Member

June 2018- April 2021

The Congressional Club, Member

May 2018 – present

Junior League of Washington, Member

September 2005-April 2011

Phi Mu Sorority

September 1993-1997

Skills

- Proficient in Destiny catalog system, Mackin Via and Mackin.
- Experience: Google Cloud, Blackboard, Schoology, and Zoom platforms.