

Cindy K. Stone

Henrico, VA 23228 | cindykstone@outlook.com | (804) 332-0100

EDUCATION

Bachelor of Science, Communication, Political Science Minor Old Dominion University, Norfolk, VA, May 2015

EXPERIENCE

Proofreader/Indexing and Enrolling Assistant, Virginia House of Delegates, Richmond, VA, *January 2020-April 2021*

- Proofread thousands of bills and resolutions in support of the Commonwealth of Virginia's General Assembly sessions; updated the database for public access.
- Experienced in the legislative process, committee structure, and how to form a compelling support/oppose position. A pandemic essential worker.

Tuchali, self-published children's book, Virginia Beach, VA, *October 2020*, <https://tinyurl.com/tuchali>

Marketing Coordinator, Edgar Cayce's Association for Research & Enlightenment, Virginia Beach, VA, *January 2017-June 2019*

- Drafted, coordinated approvals, issued press releases, media advisories and queries.
- Managed content of the A.R.E blog, including the creation of an annual editorial calendar.
- Executed social media strategies, including management of the Facebook dream group, and posts using Buffer.
- Updated corporate lobby presentations and advertising team support, to include budgets and schedules.

Legal Administrator, Law Office of Angela Manz, Virginia Beach, VA, *October 2015-December 2016*

- Legal estate administration for elder law clients, including the probate process. Utilized the Practice Master database and process flow software.

Student Worker, ODU College of Arts & Letters Dean's Office, Norfolk, VA, *October 2013-May 2015*

- Administrative support to the Dean and staff. Generated and distributed Dean's List and Donor Gift Letters, ordered office supplies, and conducted reception duties while maintaining confidentiality.
- Interned in U.S. Senator Tim Kaine's Regional office in Virginia Beach in 2014.

Marketing Manager, A Top 100 Engineering & Architecture firm, Virginia Beach, VA, *October 2009-January 2012*

- Supported several corporate offices with engineering proposal development and Client Relationship Management for sustainable design, higher education, healthcare, transportation, and federal market sectors.
- Edited the company's baseline 2010 greenhouse gas audit.
- Representative at exhibits and trade shows.
- Generated database reports.

Marketing Director, DJG, Inc., Williamsburg, VA, *July 2002-August 2009*

- Key liaison for government and private clients.
- Created and finalized company external marketing materials, to include an average of 65 customized proposals annually; trade show exhibits and collateral; and re-design of company website.
- Represented firm in local, state and national industry and community associations, such as ACEC Public Relations Committee Chair and 2007-08 SMPS Virginia President.

Communications Director, CELSOC (now ACEC California), Sacramento, CA, *August 1998-June 2002*

- Directed public and media relations.
- Edited and designed monthly newsletter.
- Oversaw nine statewide awards and scholarship programs and committees.
- Planned meetings and events to include an annual convention and exhibit show, quarterly Board of Directors meetings, and seminars.
- Supported the successful November 2000 Prop 35 campaign.

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Contract Administrator / Staff Writer, *The Daily Republic*, Fairfield, CA, November 1996-July 1998

- Liaison, reporter and graphic designer to the Travis AFB newspaper.
- Contributed feature and news articles, and digital page design.
- Earned 1998 DOD Thomas Jefferson Award for photojournalism.

U.S. Air Force Broadcast Journalist / Public Affairs Specialist, *August 1986-November 1991*

- Multi-media military broadcast journalist skilled in writing.
- Editor of the Idaho Base newspaper as a Senior Airman.
- Managed the Idaho Base tour program.
- Assisted in crisis management after one of the Idaho Base's aircraft went down off Base during a training sortie.
- At the Far East Network at Yokota Air Base near Tokyo, DJ'd the afternoon radio drive time slot.
- Active duty during the first Gulf War, with no in-theater service.

COMMUNITY

- **Election Poll Worker**, Virginia Beach, VA, *November 2020*.
Volunteered when there was a shortage due to a contentious election cycle.
- **Food Preparation Volunteer**, Feed More, Richmond, VA, *January 2026*.

SKILLS

- Proficient in Microsoft Office Suite and Adobe Creative Suite.
- Adept at learning and using industry-specific databases such as Deltek Vision and PracticeMaster.
- 2006-2009 SMPS Certified Professional Services Marketer.
- 2008 US Green Building Council Leadership in Energy and Environmental Design Accredited.