

To whom it may concern

I am what you need to take the communications of your business to the next level. I am a highly skilled communications specialist with an extensive record of successful campaigns and daily practices within the field. I am uniquely qualified to fill this position with a versatile skill set and a passion for continuous learning and growth.

Communications can and should be used to drive, not only information, but also business strategy. I have a proven track record in delivering on communications that has helped to sway public opinion as guided by company strategy.

Both as a former technology journalist and as a communications specialist I have extensive experience in communicating within a regulated environment and to diverse audiences both internally and externally.

I am an accomplished interviewer and writer having interviewed and interacted with several high-profile members of South African society, including Government officials, CEOs and board members. I have also leveraged this talent to produce profiles for internal communications needs, as well as for the advocacy of those less privileged to provide a stronger voice to those that need it.

I am a confident individual able to interact with all levels of business from the most junior employees through to executive leadership, using this ability to create effective communications channels between all stakeholders.

In my extensive experience in both journalism and media relations, I have proactively sought and exploited opportunities for employers, seeking new ways of achieving business objectives, engaging with end users and aligning communication with business goals. I also have an intimate understanding of a functioning newsroom, which allows me to effectively share an organisation's message to the right audiences, while still understanding the pressures faced by media.

I believe that challenges are opportunities to shine, and have used that ethos throughout my working career. I am proactive and creative, and will bring new ways of achieving business objectives.

My abridged CV has been uploaded and a full CV including a portfolio of work is available at www.cjcv.net

Kind regards
Candice Jones

CANDICE JONES

CORPORATE
COMMUNICATIONS
SPECIALIST

PRIMARY SKILLS

- Communications
- Crisis Management
- Research and Analysis
- Writing
- Editing
- Strategy Integration
- Media Relations
- Internal Communications

SECONDARY SKILLS

- Photography
- Design
- Social Media
- Multi-media

CONTACT DETAILS

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084 777 0996
www.cjcv.net

PERSONAL PROFILE

Storytelling has always been something that has come naturally to me. This passion has shaped my career, first in journalism and later in corporate communications. It has been the foundation that has allowed me to build my wealth of skills.

I have used my extensive experience seeking out challenges and used the to help me develop a diversity of skills that set me apart as a communications specialist. I have a passion for growth and a love of learning and research, which allows me to quickly absorb an organisation's culture and needs.

I use this to help me understand how best to approach communications, whether for internal stakeholders or external. I have the ability to execute projects both quickly and efficiently and love to challenge myself with new topics and projects.

I also have a talent for translating complex information into something the majority of people can understand, a skill which all my employers have found valuable. I am now looking for a new and exciting opportunity. Let me tell your story.

EDUCATION

University of Johannesburg
BA Journalism and Linguistics
2003 - 2006

Torque IT
Microsoft Certified Systems Engineering course
1998 - 1999

Torque IT
A+ hardware certificate
1998

Roedean School SA
Matric
1997

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For a complete CV and
portfolio please visit
www.cjcv.net

PROFESSIONAL EXPERIENCE

Acting Executive: Communications
Cell C

December 2019 - Present

I am currently acting in the position of Executive of Communications leading a team of professionals in media relations, stakeholder communications, internal communications, social media engagement, social media customer care and customer care communications.

I am responsible for the development and implementation of a strategic direction that encompasses the entire division and ensure that this direction aligns with company strategy based on constant interactions with members of the executive committee and the internal audit division to ensure good governance practice.

The provision of professional expertise and advice with regards to effective communications practices falls within my purview and I am expected to guide executive management in this regard.

While I am managing a team of people, I am also expected to continue the work I have done in Media and Stakeholder relations, which includes writing of press material and media relations management. This includes, commercial media, finance media, business and legal content and corporate social responsibility coverage, among others.

Additionally, I advise on risk mitigation and the execution of any crisis communication requirements.

Internally, I am expected to ensure that all 2500 employees are adequately informed as required and provide targeted communication to complete this task. Additionally, within an organisation that is undergoing rapid change, I am required to support change management and ensure continued motivation among staff. I play an advisory role in the communication to customer care agents to ensure that information is adequately shared in the service of customers.

I also play a role in the approval of direct to customer communication including SMSes and bill run communications.

While I have for many years assisted in all the above, I am now solely responsible for these tasks.

REFERENCES

Cell C
Karin Fourie
Executive Head:
Communications
084 777 7506,
kfourie@cellc.co.za

TechCentral
Duncan Mcleod
Owner & Editor
082 450 8779,
Duncan@techcentral.co.za

ITWeb
Ranka Jovanovic
Editorial Director
082 560 8400,
ranka@itweb.co.za

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PROFESSIONAL EXPERIENCE

Senior Manager: External Communications
Cell C

August 2017 - Present

Audit and control of all external communications.,
Development of divisional strategy in line with
organisation strategy, team mentorship and development.
Internal Communications and CSI support.

Manager: Media Relations

Cell C

2012 - 2017

Driving the company strategy through media channels.
Maintaining the company's profile as an opinion leader.
Crisis management. Highlighting new product offerings
through media. Leveraging the media as a strategic tool in
influencing public opinion, Government and regulatory
bodies. Managing photo shoots. Development of public
facing documentation. Internal communications
assistance. CSI project assistance. Designation of
authority for Executive Head of the division.

Company Writer and Media Advisor

Cell C

2011-2012

Writing public facing documentation, (including press
materials, Web site copy, social media interactions,
customer responses for VIP clients, business profiles and
brochures), Internal communications assistance.
Internal magazine management.

Deputy Editor

TechCentral

2010 - 2011

Expanding readership and generating content for the site.
Targeting potential growth areas for the business.
Production of the podcast. Editing video and audio as
content. Photography.

Telecommunications Editor

ITWeb

2008-2010

Sourcing breaking news coverage. Sector related
coverage and analysis. Research and understanding of
the technologies used in the sector, as well as concrete
knowledge of Government and regulatory influences.
Edit and mentor journalists covering the sector. Launch of
social media spaces for the company.