Jené Mitchell

Digital Production & Social Media Manager | Content Strategy | Editorial Operations
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SKILLS

Content and Social Media: content strategy, social media strategy, copywriting, content calendars, audience engagement, brand voice
Production and Editorial: podcasts, webcasts, audio and video production, editing, publishing, editorial operations, digital assets
Digital Platforms: WordPress, Shopify, Squarespace, Adobe Experience Manager (AEM), Sitecore, SEO, metadata optimization
Campaigns and Email: Salesforce Marketing Cloud, Braze, Mailchimp, Constant Contact, HTML email, customer journeys, email workflows
Creative and Collaboration: Figma, brand identity, marketing assets, event production, cross-functional coordination, partnership management

EXPERIENCE

The Women's Cut Media, Chicago, IL — *Co-Founder, Managing Editor and Digital Production Lead*

JAN 2026 - PRESENT

- Co-founded an independent sports media company covering women's sports, labor, and media; established it as a credentialed outlet covering the Las Vegas Aces, Atlanta Dream, and Women's Pro Baseball League.
- Serve as managing editor, overseeing article editing, formatting, publishing, metadata, SEO, and editorial consistency.
- Build and manage website properties that support content publishing, site updates, SEO, and digital growth.
- Manage podcast publishing across platforms, including episode setup, descriptions, metadata, show pages, and supporting digital assets.
- Record, edit, and produce audio, video, and social content for podcast episodes, editorial coverage, and promotional campaigns.
- Design brand identity and marketing assets, including logos, social templates, promotional graphics, and platform-specific visuals.
- Write and schedule copy for articles, podcast episodes, social posts, promotional campaigns, and audience engagement.

JeneCodes, Chicago, IL — *Freelance Web Developer and Digital Producer*

OCT 2013 - PRESENT

- Delivered end-to-end web solutions for 30+ nonprofit and small-business clients, from strategy and design collaboration through development and launch.
- Produced and managed digital content, including podcasts and webcasts, alongside web development and publishing work.
- Built and executed social media strategies to support engagement and brand presence.
- Coordinated designers, marketers, photographers, and videographers to deliver cohesive digital experiences and ongoing content workflows.

VML, Kansas City, MO — *Senior Front-End Developer*

APR 2021 - MAR 2026

- Designed and built responsive HTML email templates and campaigns; managed distribution across multiple platforms.
- Built and maintained automated customer journeys and email workflows for engagement, retention, and conversion.
- Planned, produced, and executed corporate events, annual meetings, and office-wide engagement initiatives that increased employee participation and cross-team visibility.
- Led agency-wide programs for technologists and Employee Resource Groups, creating space for collaboration and knowledge sharing.
- Organized and moderated panels for internal meetings and external conferences.

LEADERSHIP & COMMUNITY

Village606, Chicago, IL — *Founder and Executive Director*

NOV 2019 - PRESENT

- Founded and now lead a Chicago nonprofit focused on community engagement, resource distribution, and West Side neighborhood revitalization.
- Built a volunteer-driven organization supporting unhoused populations through recurring Kindness Kits; 1,200 kits have been distributed across Chicago.
- Direct strategy and execution for community programming, neighborhood cleanups, service events, partnerships, and digital presence.
- Establish and maintain partnerships with community organizations, donors, volunteers, and sponsors to sustain programming and expand reach.
- Defined a long-term vision to transform underutilized and abandoned lots into community-run green spaces supporting food access, wellness, and programming.
- Write grants and proposals; secured $15K+ in corporate grants and donations.

ADDITIONAL DIGITAL EXPERIENCE

Abt Electronics, Glenview, IL — *Lead ReactJS Front-End Developer*

APR 2020 - MAR 2021

- Led the company-wide ADA compliance initiative, working with third-party auditors and internal stakeholders.
- Collaborated with UX/UI developers to refine Figma designs and templates for usability.
- Developed and maintained React applications, including e-commerce support tools.
- Improved site performance and usability in partnership with UX through frontend optimization.

Americaneagle.com, Des Plaines, IL — *Front-End Web Developer*

NOV 2015 - JAN 2020

- Built responsive, accessible websites for enterprise clients across retail, construction, government, and technology.
- Collaborated with design teams to improve UX and technical feasibility; performed accessibility audits and remediated compliance issues.
- Trained new hires on accessibility standards and frontend best practices.
- Worked across multiple client engagements, translating design intent into functional, maintainable front-end experiences.

EDUCATION

Illinois Institute of Art, Schaumburg - Bachelor of Science, Web Design and Interactive Media, 2015
Bradley University, Peoria, IL - Bachelor of Arts, English, 2008