**CHAUNCEY M. JONES**

20 Parsonage Lane ▪ Conway, SC 29528 (843) 999-9999 ▪ cmjones@coastal.edu

# OBJECTIVE

Senior Management major with leadership experience seeking full-time position in non-profit administration

# EDUCATION

**COASTAL CAROLINA UNIVERSITY** Conway, SC

AACSB-Accredited E. Craig Wall Sr. College of Business Administration

*Bachelor of Science in Business Administration* *Anticipated Graduation:*

**Major: Management ▪ GPA: 3.94** May 2020

* University Honors Program
* Vice President, Beta Gamma Sigma International Business Honor Society
* Volunteer, Dalton and Linda Floyd Family Mentoring Program for at-risk youth

# PROFESSIONAL EXPERIENCE

**SALES LEAD**  March 2016 - Present

*JC Penney*  Myrtle Beach, SC

* Created a selling culture while enhancing “Customer First” shopping experience
* Worked closely with management team while understaffed to achieve 12% growth in store sales over a four-month period
* Trained 20+ new hires in all aspects of customer service and motivated existing employees to meet new brand loyalty program goals
* Assisted in product flow valuing over $15 million a year
* Promoted twice in 4 years based on performance reviews

**FUNDRAISING / EVENT PLANNING INTERN** January 2018 - June 2018

*Miracle League Foundation* Myrtle Beach, SC

* Assisted with special event planning and preparation for 4 major annual fundraising events
* Organized the logistics of charity golf tournament for 200+ players
* Composed donation request letters for Fortune 500/1000 organizations throughout the Southeast
* personally solicited auction items and in-kind vendor donations, valued at over $12,000
* Conducted research and created spreadsheets, presentations and documents for potential partnerships

**CERTIFIED NURSING ASSISTANT**  November 2016 - January 2018

*Comfort Keepers, Inc.*  Myrtle Beach, SC

* Served as a health aide to assist home-bound clients with both medical and personal needs
* Provided total home support (basic medical assistance, nutrition planning and food preparation, personal shopping, etc.) for patients varying from the permanently disabled to those recovering from operations

# ADDITIONAL SKILLS & ACCOMPLISHMENTS

* Experience with Constant Contact marketing software and DonorPerfect CRM database
* Extensive training in mediation, conflict resolution, and crisis management
* Public speaking and conversational Spanish language skills
* Certified Nursing Assistant in the state of South Carolina, and CPR certified