

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 2023

- 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 2019 - 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 2021 - June 2021

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 2019 - January 2021

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