Carlignon Jones

CarlignonJ@utexas.edu

1109 S Pleasant Valley Rd. Apt. 137 • Austin, Tx 78741 • (979) 479-0665

**EDUCATION**

|  |  |  |
| --- | --- | --- |
| **The University of Texas at Austin** | Bachelor of Journalism, Major |  May 2019 |
|  | Minor: Business  |  |
|  |   |  |
| **Bay City High School**  | High School DiplomaTop 10 graduate; GPA; 3.9  |  June 2016 |

**EXPERIENCE**

**Previous Employer** –

Background Actress; Austin, Texas February 2018 – Present

* Extra for television show

Intern;Austin, Texas October 2017 – December 2017

* Created podcast and assisted with content for 101X’s Jason and Deb Morning Show

Event Planning Intern; Austin, Texas August 2017 - September 2017

* Assisted in coordinating events for the Humanities Institute at The University of Texas at Austin

Sales Associate; Bay City, Texas June 2015 – November 2015

* Worked at Payless Shoe Source assisting with merchandise and customer service

Sales Associate; Bay City, Texas November 2014 – January 2015

* Worked at Rue 21 assisting with merchandise and customer service

**LEADERSHIP EXPERIENCE AND ACTIVITIES**

**Organization** –

Member of Umoja August 2017 - Present

* Woman empowerment group based on unity and leadership

Member of the University Leadership Network August 2016 – Present

* Campus leadership program focused on elevating students professionally

Member of the Fearless Leadership Institute (FLI) August 2016 – Present

* Campus org focused on personal and professional growth

**ADDITIONAL INFORMATION**

**Skills:**

* Time Management
* Creativity
* People Skills
* Quick learner
* Communication​​
* Event Planning
* Multitasking
* Prioritizing
* Organization
* Dependability.
* Computer and Internet Skills
* Flexibility