Carlignon Jones

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**EDUCATION**

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| **The University of Texas at Austin** | Bachelor of Journalism, Major | May 2019 |
|  | Minor: Business |  |
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| **Bay City High School** | High School Diploma  Top 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