

Cody Jones

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Education

Indiana State University

Terre Haute, IN

August 2013 – December 2018

Bachelor of Science in Recreation & Sport Management

Track and Field Student Athlete

Professional Experience

Intern Indy Parks

Indianapolis, IN

May 2018 - August 2018

- Planned, scheduled, and oversaw classes and youth programs
- Researched future sponsors and grant proposals for park projects
- Assisted with program marketing throughout the city of Indianapolis
- Reviewed and assessed program details for the elderly
- Communicated regularly with Chief Program Officer and the Park Director
- Planned new programs to meet changes in community needs
- Traveled to various facilities to evaluate park maintenance
- Ran a community booth to promote programs for Indy Parks
- Assisted with setting up and operating weekly park concerts at various park locations

Manager Twisted Fry Food Truck

Terre Haute, IN

December 2017 – December 2018

- Led Twisted Fry operations through understanding and enforcing all policies, procedures, standards, and training programs
- Set a positive example for the team by leading when necessary and maintaining Twisted Fry values at all times
- Oversaw cash management, nightly reports, and all other administrative work related to daily operations
- Assisted Twisted Fry in actively training and developing all store employees

Team Member Einstein Bros. Bagels

Indianapolis, IN

December 2014- December 2018

- Fully able to comprehend and perform every position in the store
- Communicated with customers daily to ensure satisfaction
- Actively trained new employees in all positions related to their job requirements
- Prepped and cooked meals
- Catered meals to customers and businesses on a daily basis
- Kept dining room clean and organized to meet the establishment standards

Community Involvement and Memberships

Vigo County YMCA Volunteer

Spring 2018

Terre Haute, IN

- Engaged in after school activities such as Kids Night Out and created programs for YMCA Spring Break Camp

- Supervised Tween Room and Child Watch

- Was familiarized with staff, procedures, and organization of the YMCA

National Recreation and Park Association (NRPA) member

March 2018 – Present

Daughters of Zion (DOZ)

Fall 2013 - Present

Indianapolis, IN

- Only “Son of Zion”
- Produce food and handed out clothes to the homeless putting Christian principles to practice
- Held events to preach the word of God to people of all ages

Additional Skills

- Proficient in Microsoft Word, Excel, and Outlook