

# Charles Jones

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## SUMMARY

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Entry-level analyst with experience in professional legal, entertainment, and recreational environments. My time as a runner and a referee has helped me hone my skills in quick judgment, time management, critical thinking, and research.

## WORK EXPERIENCE

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### **Evans Petree**, Memphis, Tennessee

*Runner*, May 2023- present

- Responsible for the scheduling and delivery of legal documents to ensure timely and accurate filing at the courthouse
- Coordinated with the office manager to ensure smooth operation of the front desk and reception area
- Maintained a professional and polished appearance when representing the firm during document deliveries and interactions with clients and other firms
- Developed relationships with those at the firm and those at the courthouse

### **RefereeInMemphis**, Memphis, Tennessee

*Referee*, January 2022- Present

- Develops and maintains a strong knowledge of the rules and regulations of soccer to ensure fair and accurate officiating during matches
- Makes quick and decisive decisions during matches to maintain game flow and momentum
- Effectively communicate with coaches, players, and other officials to ensure a smooth running of the game
- Manages conflict and maintains control of the game by enforcing rules and addressing any unsportsmanlike behavior

## EDUCATION

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### **Rhodes College** – Memphis, Tennessee

*Bachelor of Arts, Philosophy, Politics, and Economics Major, Business Minor*, expected May 2026

**GPA: 3.92**

**Computer Skills:** Proficient in Word, Excel, and PowerPoint

**Relevant Courses:** Ethics of Artificial Intelligence, Financial Accounting, United States Politics, Accounting, Statistics, Economics

#### **Activities:**

- Rhodes Ultimate Frisbee
- Rhodes Recreational Soccer
- Rhodes Pickleball Club
- The Rhodes Organizations of Investors
- Rhodes Entrepreneurship for All (EFA)
- Rhodes Ambassador
- Rhodes Varsity Soccer 2022-2023