

MICHAEL JONES

Springfield, MA | michaelcj60@gmail.com | (413) 330-1976 | www.linkedin.com/in/michael-jones-833395327

EDUCATION

Roger Williams University | Bristol, RI

May 2028

Gabelli School of Business (AACSB Accreditation)

Bachelor of Science in Management & International Business

Minor in Anthropology & Sociology

Relevant Coursework: Business Enterprise| Principles of Management| Principles of Microeconomics| Principles of Macroeconomics| Marketing Principles| Accounting I: Financial| Financial Management| Small Medium Enterprise Management| Human Resource Management| Business Analytics

WORK EXPERIENCE

Martin Luther King Jr. Family Services | Springfield, MA

June 2023- Present

Youth Activities Specialist Supervisor

- Supervise, train, and onboard staff while leading STEM, sports, and evening youth programs that promote creativity, teamwork, and active engagement.

Youth Group Leader

- Coordinate and facilitate interactive youth activities, including STEM experiments, athletic programs, and social-emotional learning initiatives within a safe, inclusive environment that supported skill development and positive peer relationships.

Springfield International Charter School | *Substitute Teacher* | Springfield, MA

January 2025- Present

- Maintain a positive and productive classroom environment by enforcing school policies, supporting student engagement, and adapting to diverse learning needs.

Springfield International Charter School | Springfield

June 2023- August 2023

Classroom Paraprofessional

- Supported teachers in executing daily lesson plans by providing individualized, one-one-one academic assistance to students.

Enrichment Instructor

- Created and led soccer and volleyball enrichment lessons, including preparing equipment and teaching fundamental skills to participants.

Bounce Trampoline Sports | *Team Lead* | Springfield, MA

August 2022- June 2023

- Supervised daily operations by opening and closing the facility, performing safety inspections, scheduling and training staff, and ensuring a safe, engaging environment for guests.

COLLEGIATE INVOLVEMENT

RWU Department of Residential Life | *Resident Assistant* | Bristol, RI

August 2025- Present

- Fosters a welcoming and inclusive resident hall community by planning events, supporting student well-being, and promoting campus resources.
- Enforce university policies and respond to student concerns to ensure a safe, respectful, and supportive living environment.

RWU Office of Admissions | *Admissions Ambassador* | Bristol, RI

August 2025- Present

- Represent the university by leading campus tours, sharing personal student experiences, and providing prospective students and families with information about academic programs and campus life.
- Supported the admissions office through event coordination, front-desk assistance, and engaging with prospective students to promote a positive first impression of the institution.

RWU Student Programs, Leadership, and Orientation | *Orientation Advisor* | Bristol, RI

June 2025- Present

- Guided and support incoming students through orientation programs, providing information, resources, and mentorship to facilitate a smooth transition to campus life
- Plan and lead interactive sessions and activities that promoted community building, student engagement, and understanding of university policies and resources

RWU Student Senate | *Chair of Student Life Council* | Bristol, RI

August 2025- Present

SKILLS

Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Google Docs, Google Sheets, Google Slides, R, RStudio