

Joni L James



Employment History

Administrative Assistant for Baseball Program

09/2013 – 12/2013 University of South Carolina

1600 Hampton Street, Columbia, SC

Responsible for the planning, organizing and scheduling of all events involving Coaches and Players. Ensuring all University Compliance procedures were adhered too and submitted. Personal assistant to Head Coach Chad Holbrook, organizing his personal schedule of events and ensuring that he could complete his daily task of developing a successful and winning baseball organization.

Director of Security and Facilities

08/2008 - 12/2012 SC STATE CREDIT UNION

PO BOX 726, COLUMBIA, SC

Responsible for the planning, implementation, and administration of the credit unions wide security and facilities management, including security policies & procedures, internal and external security, Disaster Recovery, grounds and facilities management and SCU compliance, related to the above. Responsible for the planning, development, execution and successful opening of Branch Facilities and a 40,000 square foot Operational Center.

District Loss Prevention Manager

06/1986 - 07/2008 Macy's

7201-400 Two Notch Rd, Columbia, SC

During my extensive career with Macy's, I held a number of position within the Loss Prevention Division; Detective, Regional Investigator, Auditor, Loss Prevention Manager and most recently District Loss Prevention Manager for Columbia SC, Augusta Ga and NC. Responsibilities ranged from Protecting Company Assets, Internal and External Case Productivity, Inventory Shortage Reduction, Cash Shortage and Third Party Fraud Reduction, Ensuring Stable Operations, Training and Implementing Safety and Disaster Recovery Procedures, while Managing Security Staff Members. All responsibilities performed in an effort to increase profitability.

Education and Training

Issuing Institution	Location	Qualification	Studies
Coastal Carolina and Midlands Technical College	Conway, SC & Columbia, SC	1 Year of College & Technical or Vocational College	Business

Honors & Activities

- President of the Richland County Sheriff's Foundation
- Event and Silent Auction Planner for The Ray Tanner Foundation
- Event and Silent Auction Planner for The Reese Holbrook Foundation
- Event and Silent Auction Planner for The Palmetto Health Trauma Unit

Additional Information

- Some of my personal and professional strength's, which have enabled me to live a very productive and satisfying life and career, are as follows:
- Strong "People Person" and "treat people like I want to be treated".
 - Compassionate and Focused.
 - Strong ability to multi task and extremely organized.
 - Motivating and Supportive.
 - Successful Management Style that supports Encouragement, Development, Delegation, Prioritizing and Accountability. Rewarding successes is key to a productive and winning team.
 - Strong ability to navigate through an obstacle, under extreme pressure or even life threatening situations when ones person is experiencing a high level of adrenalin.
 - Strong ability to successfully lead a team to accomplish a set goal in a fun and rewarding atmosphere.

Detailed References

Sheriff Leon Lott, Sheriff
 Richland County Sheriff's Dept
 5623 Two Notch Rd
 Columbia, SC 29223
 803-576-3021
 Personal reference known for 20 year(s).

Ruben Sweatman, Senior VP SC State Credit Union
 Retired
 1443 Misty Circle
 Gilbert, SC 29054
 803-422-7939
 Supervisor reference known for 4 year(s).

Ray Tanner, Athletic Director
 University of South Carolina
 1304 Heyward Street
 Columbia, SC 29208
 803-777-7830
 Personal reference known for 5 year(s).