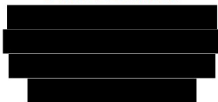


Joni L James



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 preformed 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).