

Haley Jones

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Passionate undergraduate student at Lehigh University with track for a career in Business Management that utilizes a Finance and Supply Chain dual degree. Driven to successfully own and operate a nation-wide company intending to spread Korean cultural dishes. Active participant in the Marketing, Accounting, and Women in Business clubs on campus. Trained in communication, mediating, managing, along with a range of technical and other soft skills.

EDUCATION

Bachelor of Finance (B.B.A.) - Business Management

Aug 2021 - May 2025 (Expected)
Lehigh University, Bethlehem, PA

Bachelor of Supply Chain Operations (B.B.A.) - Business Management

Aug 2021 - May 2025 (Expected)
Lehigh University, Bethlehem, PA

High School Diploma

Aug 2017 - Jun 2021
Palos Verdes Peninsula High School, Rancho Palos Verdes, CA

EXPERIENCE

Real Estate Operations Intern January 2023- May 2023

The Watermark Group, Manhattan Beach, CA

- Interned at a real estate company that has developed, managed, leased and repositioned \$2+ billion of real estate
- Created and promoted an Investment Memorandum of an apartment complex estimated at \$14+ million
- Analyzed a 3-year pro forma statement to create a Market Comparables statement
- Presented return structures to investors by familiarizing myself with Legal & Waterfall and Capital Stack Structures

Ambassador Personnel Jun 2020 - Dec 2020

SportsHi, Rancho Palos Verdes, CA

- Interned from summer to winter under an athletics communication platform
- Promoted information regarding company's message on multiple social media platforms
- Marketed the company towards audiences of all ages
- Unified students through impactful activities in their sports communities

Vice President Oct 2019 - Present

AFG Aid, Rancho Palos Verdes, CA

- Successfully raised and coordinating the collection of \$15k+ of school supplies to donate to children in Afghanistan
- Inspect and monitor project steps, ensuring guaranteed fluidity
- Handle public affairs, making statements and announcements
- Mediate conflicts between the board and members

Barista, Cashier, Shift Manager Sep 2020 - Jun 2021

Boba Time, Rancho Palos Verdes, CA

- Promptly and effectively served consumers
- Managed employee working schedules to ensure smooth working environment
- Created excel sheets with employee shifts
- Resolved internal issues with minimal disruption to kitchen flow
- Guided and trained incoming employees