

Justice Jones

Kalona, IA 52247

(319) 325-7330 | justicejsj03@gmail.com | LinkedIn: [Justice Jones](#)

Education

The University of Iowa | Iowa City, IA

Anticipated May 2026

B.B.A., Business Analytics and Information Systems

B.B.A., Marketing

Work Experience

ProLift Garage Doors | Cedar Rapids, IA

May 2025 - September 2025

Business Development and Administrative Assistant (Part-Time)

- Attended networking events to build relationships and maintain connections with builders, realtors and contractors
- Prepared bids, proposals, and product information to support sales outreach and secure over 12 new opportunities.
- Managed scheduling, client communication, and documentation to ensure efficient daily operations.

Houses Into Homes | Iowa City, IA

June 2025 - August 2025

Operations Intern (Unpaid – 10hrs a week)

- Designed a scaled, color-coded warehouse map to guide volunteers and improve organization.
- Took inventory of 500+ donated items, ensuring accurate tracking and availability.
- Created a new system for cataloging bed frames and rugs, making inventory management more efficient
- Assisted with home visits to assess client needs and supported pre-delivery packing and furniture delivery

Chris Schlabach Construction | Kalona, IA

May 2024 - July 2025

Laborer

- Led small teams of 2-3, ensuring high-quality work and efficiency in industrial construction
- Collaborated with a crew of 4-10 to frame and renovate buildings valued at \$600k+
- Solved complex challenges in renovations, integrating new and old construction
- Read and interpreted blueprints to construct large-scale steel buildings with precision

Sound Concepts Inc. | Cedar Rapids, IA

October 2022 - Present

Follow Spot Operator

- Operate follow spot for 40+ Iowa sporting events, ensuring precise lighting for athletes and performers
- Provided lighting for NCAA tournament games hosted at Carver-Hawkeye Arena
- Manage equipment setup, operation, and cooldown to ensure seamless event execution

BHE Concrete Construction | Kalona, IA

May 2022 - August 2023

Laborer/Land Surveyor

- Collaborated with a crew of 8-35 daily
- Poured and finished 100+ driveways, garage floors, basement floors, and parking lots
- Used a total station to survey and mark points for residential and multi-million-dollar commercial buildings
- Cut and transported the rebar and lumber, ensuring jobsites were fully prepared each day

Leadership/Involvement Experience

HawkTrade Club | University of Iowa

August 2024 - Present

- Attend three lectures per month on investment strategies, market trends, and career opportunities
- Compete in a virtual stock market simulation with 70+ members to apply investment principles
- Learn about, portfolio management, and real-world investment opportunities through discussions and guest speakers

KUMC Vacation Bible School | Kalona, IA

June 2019 - June 2023

- Guided and engaged kids in interactive lessons, ensuring a fun and meaningful experience
- Organized the schedule and led activities for children at my assigned station
- Coordinated the building and placement of decorations to achieve an engaging environment for participants