

# Jane S. Chauncy

Myrtle Beach, SC | Chicago, IL  
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## OBJECTIVE

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Senior, global-minded Economics major with demonstrated leadership skills seeking a full-time, entry-level position in Econometrics or International Trade

## EDUCATION

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Coastal Carolina University Conway, SC  
AACSB-Accredited E. Craig Wall Sr. College of Business  
Administration *Bachelor of Science in Business Administration* *Anticipated Graduation:*  
Major: Economics May 2023  
Minors: International Business & Spanish  
**Cumulative GPA: 3.862**

## HONORS AND LEADERSHIP POSITIONS

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- Dean's List Academic Honors recipient, 2019 - Present
- Vice President - Delta Sigma Pi Professional Business Fraternity, 2020 - Present
- Founding Member and current Secretary - CCU Economics Club, 2019 - Present
- Member - Beta Gamma Sigma International Business Honors Society, 2021 - Present

## PROFESSIONAL EXPERIENCE

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Chicago Transit Authority Chicago, IL  
*Operations Intern* *May - August 2022*

- Worked with capital improvement program to improve the City's 5-year strategic plan
- Assisted deputy project manager with planning and budgeting for 8-10 ongoing projects
- Researched other transit authorities to identify best-practices and enhance business operations

Lack's Beach Service Myrtle Beach, SC  
*Service Manager* *May 2019 - August 2021*

- Organized and maintained record of sales to obtain precise information on earned revenue, needed daily inventory, and end-of-month reporting
- Improved overall company efficiency by successfully delegating to 20+ employees, creating a new equipment maintenance system, and arriving early to ensure completion of daily preparation and proper set-up
- Provided the best quality of service by interacting positively with customers and employees

## VOLUNTEER EXPERIENCE

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*Mission Trip to Central America, Summer of 2020*

- Learned to effectively teach and communicate with others by immersing myself in the native culture and learning Spanish within 2 months
- Obtained leadership skills by training other volunteers

*United Way of Horry County Volunteer, 2019-Present*

- Supported local efforts to increase literacy for at-risk youth in public elementary schools

## RELATED SKILLS

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- Quick learner with an exceptionally strong work ethic, and proven ability to organize and analyze large amounts of information
- Proficient in Microsoft Office with advanced skills in Excel, Access and Project databases
- Confident public speaker with advanced Spanish language skills