

# CARA M. JONES

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## SKILLS & ABILITIES

Cara has a unique skillset that will complement any organization and executive. She has 14 years of experience working with an array of clients showcasing her ability to effectively communicate, organize, manage social media platforms, prepare documents, projects and presentations, work efficiently to meet schedules and deadlines and generally make a positive impact in all she is involved in.

## EXPERIENCE | OWNER CSM JONES, LLC

APRIL 2004 - PRESENT

Business management, organizational consulting, event planning, financial oversight, marketing, travel arrangements, gift planning, social media coordination, genealogical research, etc.

- Thornton Family Foundation – Grant Manager, personal assistant to Co-Presidents
- Katherine and Ezekiel Dumke Foundation – Grant Manager
- Behavior Gap, LLC – Chief Operating Officer (through February 2017), ongoing financial consulting through December 2017.
- Various individual consulting jobs including the Wattis Family (Utah Construction & Hoover Dam) documentary, Shirley Sargent biography, Katherine White Dumke biography, genealogical research for Heirlines and numerous private clients.

## EDUCATION | BRIGHAM YOUNG UNIVERSITY, PROVO, UTAH

BACHELOR OF ARTS (2001), MASTER OF ARTS (2004)

Genealogy Major, Business Finance Minor (BA)

American History (MA)

## OTHER TRAINING | Podcast Nation Conference (Chicago, 2016)

Foundant – Grant Management Software (2017, Online)

FinCon17 – Financial Content Expo (Dallas, 2017)

## REFERENCES | BETSY THORNTON, PRESIDENT

THORNTON FAMILY FOUNDATION

(435) 901-1311

## D. CARL RICHARDS III, PRESIDENT

BEHAVIOR GAP, LLC

(435) 731-4112