

Jonathan B. Furlow

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Career Objective

Creative and dynamic professional with a strong foundation in Theatre, Marketing, and Management, seeking a leadership role in theme park management. Experienced in entertainment operations, guest engagement, and team coordination. Passionate about delivering immersive experiences and elevating guest satisfaction through thoughtful organization and creative problem-solving.

Professional Experience

Bonding Agent/Admin Assistant/Marketing Coordinator | Butler Affordable Bail Bonds – Woodbine, GA | Nov 2025 – Present

- Manage administrative intake, client documentation, and confidential records
- Coordinated scheduling, communications, and office operations
- Design and deploy social media posts, public notices, and client-facing materials
- Assist with compliance documentation and internal reporting
- Serve as a licensed Georgia Bonding Agent supporting daily bonding operations

Kitchen Manager | Kellwell Food Management – Woodbine, GA | Feb 2025 – Nov 2025

- Lead kitchen operations and supervised inmate culinary teams in high-volume facility, serving 150+ meals daily
- Implemented food prep systems to meet dietary, religious, and sanitation standards
- Managed inventory, conducted counts, and coordinated supply orders

Administrative Support Specialist | Clay County District Schools - Transportation – Middleburg, FL | Apr 2024 – Feb 2025

- Managed payroll and purchasing for district-wide Transportation staff
- Provided budget reports to directors, improving transparency and decision-making
- Liaised with technical teams and vendors to ensure accurate resource delivery

General Household Pest & Termite Scheduling Secretary | Southern Fumigation & Pest Control – Macclenny, FL | Jan 2024 – Apr 2024

- Managed scheduling for GHP and Termite treatment departments
- Provided reports to owners, improving transparency and decision-making
- Liaised with technicians and customers to ensure easy and accurate scheduling for house-hold treatments.

Assistant Stage Manager - Grinchmas Atmosphere | Universal Orlando Resort - Entertainment Operations
– Orlando, FL | Sep 2023 – Nov 2023

- Assisted in backstage operations and cast coordination for major theme park productions
- Developed and maintained cast scheduling using Kronos and Excel
- Built rapport with performers to maintain a cohesive and energized team environment
- Delivered seamless guest interactions and upheld park standards

Server & Cashier | Waffle House – Kingsland, GA | May 2020 – Sep 2023

- Managed register and service operations in a high-traffic restaurant environment
- Balanced cooking, serving, and cleaning duties to maintain team efficiency
- Maintained excellent customer relations and fast, friendly service

Marketing & Office Manager (Student Worker) | Piedmont College – Demorest, GA | Aug 2019 – May 2023

- Designed marketing campaigns and promotional materials for theatre productions
- Managed box office operations and led peer teams in ticket sales and patron services
- Oversaw budget planning and reporting for theatrical season
- Utilized Adobe Creative Suite and MS Office for content creation and admin tasks

Education

Bachelor of Arts Interdisciplinary Studies - Theatrical Management
Piedmont College – Demorest, GA | Aug 2019 – May 2023

Core Skills

● Creative &

Communication:

- Marketing
- Event planning
- Team leadership
- Guest relations
- Customer service

● Technology & Tools:

- Adobe Creative Suite
- Microsoft Office Suite
- Kronos
- Social Media Management

● Operations &

Management:

- Budgeting
- Supervisory experience
- Office management
- Inventory coordination
- Payroll management

● Theme Park Essentials:

- Entertainment scheduling
- Backstage coordination
- Guest experience
- Hospitality services
- OSHA 10

Certifications

- OSHA 10 – General Industry, Certified February 2023
- Georgia Driver's License, Valid through March 2030