

# ERIC CHALMERS POSTON

Columbia, South Carolina | [eposton@ericposton.com](mailto:eposton@ericposton.com) | 828-606-1421 | [linkedin.com/in/realericposton](https://www.linkedin.com/in/realericposton) | [ericposton.com](http://ericposton.com)

## SUMMARY

---

Founder & Executive Director of The Poston Foundation, Co-Founder & Managing Officer of Chakhead, LLC, and former founder of Chalmers Poston, LLC (2018-2022). Experienced in nonprofit administration, business operations, strategy, content creation, and digital projects. Authored five books and managed publication workflows. Proficient in Microsoft Office Suite, Google Workspace, Wix, WordPress, Stripe, and related digital tools.

## EXPERIENCE

---

### Founder & Executive Director

March 2020 - Present

#### THE POSTON FOUNDATION | COLUMBIA, SOUTH CAROLINA

- Lead a South Carolina nonprofit/public-service organization providing charitable support, essential resources, and community-based programming.
- Build and maintain the organization's operating framework, public identity, program architecture, stakeholder communications, and digital presence.
- Established Carolina Cares as the organization's principal initiative, mobilizing volunteer-driven outreach to deliver direct support to underserved communities.
- Oversee organizational administration, including governance documentation, regulatory correspondence, charitable registration materials, financial reports, and compliance-related communications.
- Develop donor-facing and public-facing messaging across web, social, and administrative channels to support engagement and program visibility.
- Direct resource-distribution and community-relief efforts involving essential supplies for individuals experiencing homelessness or economic hardship.
- Represent the organization in public-facing communications, including local media coverage of community-assistance work.

### Co-Founder & Managing Officer, Entertainment Operations, Strategy & Content

January 2018 - Present

#### CHAKHEAD, LLC | COLUMBIA, SOUTH CAROLINA

- Co-lead an entertainment and creative-services company supporting music releases, artist branding, and promotional strategy through contract-based engagements and standardized service offerings.
- Direct business operations across company positioning, service architecture, creative development, project coordination, and execution support for artists, brands, and entertainment initiatives.
- Established an operating model combining negotiated engagements with productized direct-to-customer offerings to support consistent delivery.
- Oversee branding, release support, and content development, including audience-development initiatives and digital presence execution.
- Manage documentation, stakeholder communications, website and e-commerce implementation, service packaging, and internal processes.
- Build and maintain repeatable systems, templates, and structured service frameworks to improve consistency and scalability.

## Attorney & Founder

January 2018 - January 2022

### CHALMERS POSTON, LLC | COLUMBIA, SOUTH CAROLINA

- Founded and operated a litigation-focused practice; built end-to-end workflows for intake, matter evaluation, and deadline-driven execution.
- Managed civil matters involving fact development, document review, discovery support, and case timeline organization.
- Drafted and reviewed written work product, including pleadings, motions, correspondence, settlement documentation, and client-facing risk/next-step summaries.
- Created structured chronologies, issue outlines, and organized files to support decision-making and reduce ambiguity in time-sensitive matters.
- Implemented templates, checklists, and file-organization systems to improve consistency and reduce rework.
- Ran day-to-day operations including calendar control, matter tracking, recordkeeping, vendor coordination, and client/stakeholder communications.
- Supervised administrative support and maintained organized records and documentation practices across active matters.

## PROJECTS

---

### Selected Project Work

Independent Publishing & Digital Projects

- Authored and edited historical, genealogical, professional, and digital-history content, including published books available through Google Books/Play and Amazon.
- Managed writing, editing, formatting, metadata, publication, and post-publication update workflows.
- Organized source files, structured content libraries, reusable content modules, and metadata records to support consistency and discoverability.
- Conducted website development, content audits, and site-structure improvements to improve navigation and public-facing clarity.

## EDUCATION

---

**University of Virginia School of Law** - Juris Doctor (J.D.), May 2015

**Duke University** - Bachelor of Science (B.S.), Psychology, May 2009

## SKILLS

---

**Operations & Administration:** Business Operations | Program Coordination | Nonprofit Administration | Workflow Management | Process Improvement

**Documentation & Compliance Support:** Records Management | Compliance Documentation | Contract Administration Support | Deadline Tracking | Written Reporting

**Content & Communications:** Writing & Editing | Digital Publishing | Website Content Management | Stakeholder Communications | Public/Media Communications

**Digital Strategy:** SEO Support | Content Audits | Metadata & Structured Data | Digital Asset Organization | Analytics Review

**Technology & Platforms:** Microsoft Office Suite | Google Workspace | Google Analytics / GA4 | Google Search Console | Google Business Profile | Wix / Wix Studio | WordPress / Elementor | WooCommerce | Netlify | Google Books / Play | Amazon KDP | Stripe | Adobe Acrobat | Pro Tools