

# ROBERT D. JONES III

TEAM FOCUSED WEB DEV, DESIGNER, & CREATIVE MULTIDISCIPLINARY ARTIST / VOICE, VIDEO, VISION, WORDS, & WEB

Houston, TX

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## COMMUNICATION | LEADERSHIP | PROFESSIONALISM | CREATIVE

Analytical, engaging, bilingual, highly-motivated manager regarded for communication and management skills. Extremely comfortable in leading positions with interpersonal skills to keep customer satisfaction and loyalty. Years of experience managing employees and the workplace.

## PROFESSIONAL EXPERIENCE

### Living Assistance | Houston, TX | 2022-2024 | Independent Caregiver

- Self-educated in medical industry standards to provide exceptional care adhering to guidelines and practices.
- Effectively managed financial records and daily accounts, ensuring accurate tracking and reporting.
- Promoted positive health outcomes by fostering both physical and emotional well-being, providing engaging mental stimulation.

### Domino's | Houston, TX | 2022 | Customer Service Representative

- Delivered exceptional customer service, enhancing customer satisfaction and retention.
- Efficiently handled orders and resolved customer issues with professionalism and courtesy.

### Managed Labor Solutions | Houston, TX | 2018-2020 | Vehicle Transporter - Lead

- Coordinated teams to maximize efficiency and productivity, ensuring timely completion of tasks.
- Provided thorough training to new employees, facilitating smooth onboarding and skill development.
- Made strategic decisions in fast-paced environments to benefit the contracting company.

### Freelancer | Remote | 2017-Present (Intermittently) | Voice Actor/Video Editor/Content Manager

- Narrated independent projects, effectively bringing scripts to life and enhancing audience engagement.
- Increased brand awareness by 15% per month for key clients through strategic use of comedic timing, graphic design, and keyword optimization.
- Managed multiple projects simultaneously, consistently meeting deadlines and exceeding client expectations.

### CSAT Solutions | Houston, TX | 2016 | Computer Technician

- Expertly repaired and troubleshooted Apple computer issues, ensuring high levels of customer satisfaction.
- Analyzed system requirements and swiftly resolved technical issues, minimizing downtime for clients.

### Sweetwater Pools Inc. | Houston, TX | 2013-2016 | Lifeguard Manager - Lead

- Managed a team of lifeguards, ensuring a safe and enjoyable environment for guests.
- Maintained pool facilities to high standards, contributing to client satisfaction.
- Actively responded to emergencies, providing professional and effective assistance.

EDUCATION	
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**Lone Star Community College, Houston, TX**

*Associate of Arts – Business*

ADDITIONAL CREDENTIALS	
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TECHNICAL SKILLS	Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) Computer Hardware and Software Adobe Creative Suite (Premiere Pro, After Effects, Lightroom, Audacity, Adobe Audition)
CODING SKILLS	HTML5, JavaScript Libraries, CSS GitHub Processes, Web Services API MongoDB, SQL, Node.js, Express
LANGUAGES	English, Spanish
VOLUNTEERING	Habitat for Humanity. Convention sales for Heartleaf Games.
INTERESTS	Photography, Creative Storytelling, Philosophy, Music, Character Acting