



KYRA JONES

Coding In Color Web 3.0 Intern Applicant

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Resume Received

Schedule Interview

Contact Me Quickly

Summary

- Organized and motivated employee eager to apply time management and organizational skills in various environments. Seeking entry-level opportunities to expand skills while facilitating company growth.

- Quality-oriented high school student (3.7 GPA) with proven leadership, service, and writing skills. Aiming to leverage my abilities to successfully fill the Coding In Color Web 3.0 Intern role at your company. Frequently praised as detail-oriented by my peers, I can be relied upon to help your company achieve its goals.

Skills

- Intermediate User of Microsoft Word and Powerpoint
- Beginner in Code and Microsoft Excel
- Skilled Website Creator
- TV Pro Tech 1 Experience
- Leadership Skills (DREAMWEEK JAX)
- Superb Writer

Experience

Burger King | Jacksonville, FL

Crew Member

09/2021 - Current

- Wiped down tables and equipment, swept and refilled stock.
- Kept restaurant lobby, front counter, drive-thru, kitchen and restrooms neat and clean throughout shift.
- Entered orders into computer system to send order details to kitchen, mentioning customers' special requests and food allergies in person.
- Packed fast food products in approved containers, cups and bags.
- Prepared quality products while maintaining portion control and presentation within service goal times.
- Drove team success by completing assigned task quickly and accurately.
- Answered customer questions and took orders.
- Prepared products by adding tags and readying pallets for restocking.
- Verified orders and bagged items for easy transport.
- Maintained order of customer and crew member work areas.
- Operated fryers and grills, assisted with putting orders together and bagged items for customers.
- Restocked supplies, removed trash and cleaned areas.
- Totaled bills, accepted payments and returned change.

Dana Krizner (Deputy Superintendent of DCPS) | Jacksonville, FL

African American History Writing Institute Member

06/2021 - 07/2021

- Obtaining Information on Prominent Local Black Figures in Jacksonville's Rich History
- Collecting Research on James Weldon Johnson
- Create A Website About the Life of JWJ
- Present the Project to My Peers (Members) and DCPS Personal
- Planned and updated curricula and lesson plans to continuously improve

subject coverage.

- Compiled bibliographies of specialized materials to assign for outside reading assignments.
- Integrated technology resources such as computers to diversify instruction and engage student interest.
- Worked closely with team members to deliver project requirements, develop solutions and meet deadlines.
- Prioritized and organized tasks to efficiently accomplish service goals.

Education and Training

Jean Ribault High School | Jacksonville, FL

Expected in 05/2023

- Dean's List Honoree [Semester 1 2021/2022]
- National Honor Society Member
- National Beta Club Member
- [DCCPTA] Member
- A Honor Roll [Semester 1 2021/2022]
- Ranked in Top 10% of class
- 3.7 GPA
- [Certificate of Achievement] Recipient (GearUp)

Languages

English:

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Native/ Bilingual

Spanish:

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Limited