**D’Yonne Jones**

850 Rue Des Etoiles • Carencro, LA 70520•djone43@lsu.edu • (337) 577-4404

**I am looking to advance myself in a more professional atmosphere and gain the necessary experience to excel myself upward. I have many years of excellent training and experience in professional settings to know that I am able to complete any goal that I set for myself. I believe in being a self-initiator and will accomplish every task to the best of my ability.**

**SUMMARY OF QUALIFICATIONS**

* Bilingual Spanish/English
* Data and statistical analysis
* Excellent quantitative and analytical skills
* Bachelor’s Degree in Sociology; with concentration in Criminology from LSU
* Creative and complex problem solving
* Advanced interpersonal skills and verbal communication

**ACADEMIC BACKGROUND**

**Louisiana State University; Baton Rouge, LA**

06/2007 – 08/2012

* Bachelor’s Degree – Sociology; Criminology
* Minor - Political Science
* 3.30 out of 4.00 GPA

**Teurlings Catholic High; Lafayette, LA**

08/2003 – 05/2007

* High School Diploma
* 3.60 out of 4.00 GPA

**PROFESSIONAL EXPERIENCE**

|  |
| --- |
| **Salesperson; Boomer Comforts, Carencro, LA**  05/2013 – 08/2013   * Custom designing and home interiors * Trained use of QuickBooks Accounting software   **Server; Babe’s SnoCones; Saint Martinville, LA**  05/2005 – 06/2013   * Direct face to face customer interaction * Proficient and proven sales record   **Accounting Specialist I; SMILE CAA, Lafayette, LA**  01/2012 – 06/2012 |
| * Facilitated and coordinated duties for Accounts Payable & Accounts Receivable, account analysis and financial reporting. * Utilized both automated and manual bookkeeping/accounting techniques to process data and complete reports and other documentation |
| ***Mental Health Specialist/Activity Therapy; Priority Behavioral Health, New Iberia, LA***   |  | | --- | | *09/2011 - 12/2011* | |
| * Improved and maintained patients' general health and well-being by reducing depression, stress, and anxiety, recovering basic motor functioning and reasoning abilities; building confidence; and socialize effectively and reduce the effects of their illness by increasing coping, cognitive, and motor skills |
| ***Keystone/Leasing Agent; Campus Crossings at Brightside, Baton Rouge, LA***  *01/2009 - 05/2011* |
| * Monitored multiple databases to keep track of all company inventory * Assisted residents and guarantors with complaints and issues * Increased sales and leasing by 80% over 12-month period * Provided daily support as the company's only bilingual Spanish/English customer service representative   **Technical Service Operator; Law Enforcement Online, Baton Rouge, LA**  *01/2009 - 12/2009*   * Law Enforcement Online (LEO) is a national focal point for law enforcement to electronically communicate information. Formed in 1995 through a cooperative agreement between LSU and the FBI to provide and advanced technological resource to further the state of art in law enforcement communications capabilities.   **Laboratory Assistant; Louisiana State UniversityChemistry/ChemE Laboratory, Baton Rouge, LA**  07/2008 – 01/2009   * Prepared specimens for analysis and established proper chronological priorities in testing * Routinely performed medical laboratory tests, procedures, experiments and analyses to provide data for clinical research studies * Prepared powerful chemical solutions and reagents for use in the analysis of samples * Managed specimen sample handling, receiving, storage and inventory |
|  |