

Jonathan Pearson

Quick learner hard worker

Jackson, MI 49203

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Authorized to work in the US for any employer

Work Experience

Showroom Assistant

Simple Flooring Solutions - Jackson, MI

September 2021 to Present

- Assist potential customers in selecting the right flooring that suits their needs.
- Maintain a certain level of cleanliness in the showroom.
- Create spreadsheets of pricing for the products.
- Keep an updated and organized file for each customer.
- Order and or pickup material as needed.

Administrative Assistant

Community Action Agency - Jackson, MI

February 2021 to April 2022

- Assist in the development of the Youth Build participants.
- Develop working relationships as a role model-mentor to participants.
- Transport participants to and from locations.
- Work with the Career Planning Specialist to further develop participants workforce readiness.
- Work with the Construction Manager in training the participants on their HBI certification.
- Maintain updated files for each participant.
- Create organized spreadsheets of the programs analytics.

General Laborer

Executive Property Management - Jackson, MI

June 2020 to December 2020

- Cleaning up work areas.
- Experience with Hardscaping.
- Experience with Softscaping.
- Installation of Walls or Patios.
- Operating Heavy Machinery.

Education

High school diploma

Jackson Pathways High School - Jackson, MI

September 2018 to February 2020

Certifications and Licenses

OSHA 10

January 2020 to Present