

Michael Jones

Coach Operator

Moreno Valley, CA
mjonestrust@gmail.com - 9097288153

To acquire a staff position that will utilize my strong Human Services skills enhancing the Technical and Supportive services provided by your facility.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

WORK EXPERIENCE

Coach Operator

Omnitrans - San Bernardino, CA - August 2014 to January 2015

Duties: Transport people from one place to another on a transit bus. Drive regular routes on a schedule. Pre-trip I.E. check lights, tires, battery, brakes, and other maintenance. Drive through traffic and obey traffic laws. Deal with unruly passengers. Collect fair and issue change. Answer questions about schedules, routes, and transfer points. Report accidents or other traffic disruptions to central dispatcher and follow directions when using an alternate route. And assist disabled passengers with a safe and positive attitude.

Merchandiser

Pepsi Bottling Group - Riverside, CA - December 2013 to July 2014

Duties: Responsible for product merchandising within large volume stores (Grocery, etc.). This includes, rotating shelved product, setting up displays, stocking and rotating product in cooler, Organizing and rotating product in storage rooms, moving product from the storage to sales floor, and Breaking down pallets. Labor intensive environment, including bending, squatting, reaching while merchandising and moving products. Interacting with customers and store managers at different locations.

Sales Associate

Staples - Riverside, CA - March 2013 to December 2013

Duties: Shipping and receiving services, break down and build pallets, maintain neat and orderly environment, relocate and lift heavy boxes, cashier, stocking product, provide customer assistance, build furniture, answering phones, and office supply sales.

Medical Assistant

Valley Medical Group - Moreno Valley, CA - June 2012 to August 2012

Duties: Provided excellent customer service, enthusiastically performed these duties, rooming patients, pulled charts, filling, blood draws, injections, urinalysis, accurate vital signs, scheduling appointments, answering phones as well as prepare referrals in a busy clinic.

Care Giver

Elderly Patient - Sun City, CA - October 2007 to October 2011

Duties: Responsible for the daily care of my elderly Grandmother, Scheduled all doctor appointments, transported her to the doctors and other appointments, dispensed her medications, attended to her basic grooming and hygiene needs, prepared meals and light housekeeping, I also did the household shopping.

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I am committed to assistance, quality care and support of others while maintaining a cheerful helpful attitude.

EDUCATION

Adult Education Program

Valley View High School

ADDITIONAL INFORMATION

Class B License Analytical / detail oriented
Passenger Endorsement Sensitive to multi- cultural needs
Air Brakes Punctual
Team Player Loyal
Reliable Excellent organizational skills
Enthusiastic Very Flexible
Accurate data collection Quality Minded
Charting Anatomy
Excellent Communication Skills Self-Motivated
Scheduling First Aid/ CPR