

Roman Jones
3280 Sw 170th ave.
Beaverton, OR 97006
Phone:971-221-4210

Objective:

To obtain a challenging position, with a company that will allow me to utilize my people skills, work closely with coworkers and if possible bring a smile to someone's face.

Professional Experience:

Self-Employed:

Nanny

- Drove children to and from schools, practices, recitals and the like.
- Worked with children with homework, sports, and assisted in infant-toddler development.
- Prepared meals for the children throughout the day and put them to bed.
- Created and maintained a daily schedule of activities to be carried out, including chore list for the older children.
- Cared for up to 9 children at a time, developed games and activities.
- Created and implemented a lesson plans for children between the ages of 6 months-12 years old.
- Employed: December 2011-Present, (searching for new position due to travel complications)

Portland State University:

Lead-Caller

- Generated documents by interviewing and gathering information for Portland State University's alumni-records.
- Updated alumni with current events and projects at Portland State and the alumni-association.
- Fundraised for scholarships, renovations and general funds for various departments.
- Made thank you calls and crafted cards to previous-donors.
- Raised \$10,000 for the Fine and Performing Arts at Portland State, in my first term.
- Trained new employees and confirmed donor donations.
- Gained valuable sales experience, working on phones, for hours at a time.
- Employed: August 2010-November 2011 (reason for leaving, relocation)

Three Forks wok and grill

Shift Leader

- Key holder, held keys to, two restaurant locations.
- Open and closed restaurant, counted register, made bank deposits.
- Did inventory, re-stocked, placed and purchased stock orders.
- Assisted in managing 2 locations, with a staff of five, and gave assignments.

- Helped prepare and open 2 restaurant locations.
- Took food-orders, prepared food, made deliveries, washed dishes, closed the register.
- Employed from: May 2004-August 2009 (reason for leaving, Left to study abroad)

Education:

Portland State University

- (Currently working toward) B.A in the School of Social-work.
- 2010-present

Disciple Leadership Training School

- Missionary studies, completed Certification in Missionary-Leadership
- Spent 9 months doing international-volunteer work.
- Spent time working in Hiv/Aids clinic, 3 times a week for 5 months.
- Worked with recover addicts, and victims of abuse and rescue victims of sex-slavery.
- Ran a weekly market, handling cash and inventory, along with some clerical duties.
- Held bi-weekly mentor and activity groups with children ranges in age from 8-18.
- Help volunteer and run local food bank in Sydney Australia.
- Organized activities for a Juvenile detention center in Cape Town, South Africa.
- Taught english to small children ages 4-12 in Thailand.
- Developed a weekly program for both an elderly home and for and an orphanage in Thailand.
- Maintained a grueling daily/ weekly schedule without days off starting at 5am and going until 9pm.
- August 2009- June 2010

Lane Community college

- Studied, Theatre Arts.
- Fall 2007-Spring 2009

Personal Attributes

Good communicator, highly motivated worker, will take the initiative to get things started, also have the ability to be a leader and motivate those around me, flexible and able to adapt to change.