

# Aubrey Jones

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 Riverton, UT, 84065

 Portfolio

A strategic and creative problem solver with 10+ years of experience providing detail-oriented, compassionate, and efficient solutions.

## Work Experience

### Facility Operations Team Member

April 2025 - Current

#### Lifetime Fitness

April 2024 - January 2025

- I maintained indoor and outdoor club cleanliness and safety by performing daily maintenance tasks in an efficient organization
- I communicated with my team members, management, and member inquiries in regards to Life Time products, services, policies, and procedures
- I washed, folded, and stocked member towels and ensured the locker rooms are neat and orderly
- I ensured the usage of locker room consumables, cleaning products, and chemicals followed the amount prearranged by the department budget

### Web Design and Development Freelancer

August 2019 - Current

#### Freelancing

- I developed and published compelling content that aligned with client objectives and content best practices to achieve targeted organic search rankings.
- I analyzed and enhanced web content in collaboration with creative and development teams.
- I implemented and maintained quality standards, process improvements, and cost-efficiency methodologies.
- I created and optimized website, digital, and print content, including strategic keyword placement, to improve organic performance and user engagement.
- I implemented HTML, CSS, JavaScript, and additional coding languages for responsive web design layouts in multiple optimal device sizes using various content management systems.
- I operated effectively in a remote environment, leveraging collaboration tools and maintaining self-motivation and detail orientation.

### Department Coordinator

March 2025 - November 2025

#### Ultradent Products Inc

- Coordinated with the domestic and international equipment and repair teams about detail-oriented equipment and repair issues
- Created and responded to tickets in a timely manner
- Created purchase orders and invoices for domestic and international requests
- Maintained and restocked department inventory
- Organized team activities and events within required parameters such as time, budget, team interests, and deadlines

### Senior Tutor - Learning Specialist - Instructor

November 2020 - June 2025

#### edX / 2U

- I advised over 500+ students in improving academic performance and project management via Zoom
- I guided 1-1 and small and large groups in situations that sometimes needed conflict resolution
- I explained complex topics to various adults using remote tools such as Slack, Figma, FigJam, the Google Suite, etc.
- I showcased how to carry out UX/UI design thinking strategies such as interviews with different target audiences, competitive analysis, research and synthesize data, information architecture, sketching, wireframed responsive layouts, style guides, branding, UX testing, presentations, etc.
- I observed and trained the class during code activities and projects to assist students such as with HTML5, CSS3, Bootstrap, JavaScript, JQuery

### Operations Associate

September 2023 - October 2024

#### Kohl's

- I leveraged omni channel offerings to deliver a frictionless customer experience. I accurately delivered on our operational processes, including but not limited to, BOPUS, BOSS, MLS, SFS
- I received and processed product, including unloading truck shipments and executed stockroom operations and omni channel fulfillment
- I worked with a team to replenish the sales floor as necessary based on sell through and seasonal changes
- I engaged customers by greeting them and offering assistance with products and services, operate a cash register, scan items, bag merchandise and properly handle different methods of payment
- I supported inventory management from receipt to sale, including freight processing, back stocking, replenishment, inventory counts and price changes
- I answered incoming phone calls and directed them to the appropriate person or took messages as needed.

### Content Designer Intern

May 2018 - December 2020

#### Family Literacy Centers

- I updated clear, concise, compelling and accurate web content and/or promotional copy using client style guides and SEO best practices
- I interviewed various stakeholders to understand client business goals, brand differentiators, target audiences, and website tone and voice
- I aligned outdated content with organizational goals and provide trackable calls to action
- I reviewed and updated materials for consistency, tone and voice, grammatical accuracy, editorial style, and user understanding.

## Education

Utah Valley University  
Bachelor's of Science  
Web Design and Development  
2017 - 2021

DevMountain  
Certificate in UX/UI Design  
2016 - 2016

Salt Lake Community College  
Associate's Degree in General Studies  
2011 - 2016

Brighton High School  
High School Diploma  
2008 - 2011