**Jermaine Jones**

1715 Stone Trail Drive • Cedar Hill, TX • jermainevjones17@gmail.com • 214.989.5433 Cell

**Experience**

**Public Education Records Information Coordinator**

**Faith Family Academy Nov 2015-Nov 2018**

* Review, qualify and code students into the Student Information System and manage student records.
* Provide assistance to various departments on data management and project-research data.
* Handle incoming phone calls and generate emails to entire district regarding calendar events.
* Coordinate with the Human Resources department on new hires and electronic profile setup.
* Assign all students and staff Unique ID’s from the State of Texas database.
* Collect, prepare and edit information for all four Texas Education Agency PEIMS Submissions to State.
* Meet with parents and students regarding visits and transcripts grade transfer.
* Respond to inquiries from teachers, auditors, and administration regarding data entry & best practices.
* Prepare files/documentation for shipment for offsite storages and mass scanning to Yellow Folder, Inc.
* Reconcile and fulfil all record requests in a timely manner.
* Adhere to the Texas Education Agency, FERPA, and Student Accounting Handbook policies and guidelines.
* Communicate effectively with District’s Accountability department on problem solving issues.
* Supervised a team of campus Attendance Clerks, Registrars and PEIMS staff.
* Review discrepancies with the Attendance staff on coding excessive absences, ISS & credit recovery.
* Review reports for accuracy, analysis and verification to CFO, Payroll, and HR & Special Programs.

**Records Specialist**

**Pioneer Natural Resources July 2011- Nov. 2015**

* Understand and recognize, AFE’s, Wellbore Diagrams, W-2’s, W-3’s and W-15 Forms, Log Depths on Well Logs, Lease Purchase Reports and Tract Information
* Computer programs used are: Trango Well Manager, Interdeq, RRC Data Base, Pumpers List, Tobin Land System and Quorum
* Confirm, correct and reconcile all lease file documents according to their correct file locations.
* Service the Land and Drilling departments with the correct files when requested in a timely matter.
* To understand electronic mapping systems, tract and plotting language.
* Perform weekly and monthly inventory cycle audits on all files with the Barcode Scanner.
* Manage all physical and electronic documentation with the use of MS Excel and MS Access programs.

**Deposition Production Records Specialist**

**Courtroom Sciences July 2010- July 2011**

* Coordinated with various law firms and paralegals on deposition production request.
* Coordinated the shipment of all depositions in a timely manner.
* Proficient use of MS Excel, Outlook, PDF or TIFF formatting and CD duplication programs.
* Followed all State and Federal guidelines pertaining to deposition shipment dates and practices.

**Experience Cont.**

**Medical Records (ROI) Specialist**

**JPS Health Network August 2009-July 2010**

* File patient charts utilizing terminal digit filing system.
* Retrieve or deliver patient files on daily scheduled pickups.
* Verified patient info and release patient information based on all HIPAA guidelines in a timely manner
* Scanned, reconciled and uploaded medical charts into EMR & Document Imaging System.

**Professional Athlete**

**National Football League Jan 1999- Feb. 2009**

* Football Player and Team Leader
* Public Speaker

**Education**

*Northwestern State University– Natchitoches, LA- Graduated 1998*

Bachelors of Kinesiology & Science

Advanced MS Office, XML, MS Excel, SQL, Abode Pro DC, Web Design, Bar Coding, Document Imaging, Student Information Systems, Enterprise Resource Planning Systems