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|  |  | ***Michael A Jones***  Dallas, TX. **Mikayel2010@gmail.com | 919-931-7584 | www.linkedin.com/in/michael-jones-02524145 |** |
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| Objective |  | To obtain a position where I can utilize my educational skills and knowledge to contribute in company’s operations. |
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| Experience |  | WORK EXPERIENCE ***Internet lead personnel - Texas Nissan of Grapevine - Grapevine, TX 2018-18***  Creating online ads, managing websites, setting appointments, communicating closely with other departments, and maintaining records of sales data. Following up on Internet leads and attempting to convert leads into actual sales. Maintain and lead on association email marketing platform. Web Analytics • Design, maintain and analyze data collected from all association web and email properties. ***Asset specialist Tech: REX Hospital, UHS and Wakemed hospital, - 2013-16*** At Rex Healthcare facility, my daily routine is sterilizing, repair of equipment, distributing, troubleshooting and using in-care database. Data entry by Collecting, analyzes, and report data to meet Patient needs. Also Keeping work area clean and free of clutter and Maintaining an environment of safety for patients, self and others. At Wakemed, mostly Sterilizing equipment, stocking as well as responding to rapid response emergencies. Setting up pars and equipment orders for all critical units, OR, Cat lab, Cat prep and Pre-ob., Heart and Vascular, minor procedure and patient towers on daily basis. Assist in the daily operation of all units as well as customer service and support. |
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| Education |  | ***Bachelors of science degree in Computer Science and information system 2015-17*** **North Carolina Wesleyan university** (GRADUATED) ***Associate Degree in Arts and science with concentration in IT 2013-15*** **Wake Technical Community College** (Graduated) |
|  |  | CERTIFICATIONS/LICENSES  Asset 360 HST Certification, Asset specialist: 2015-20, Annual Training Certification  Equipment handling and sterilization, UHS 2015 Annual HIPAA Training: HIPAA Equipment Incident Training, CPO Certified county Operator: 2016 -21 |
| Skills |  | TECHNICAL / NON-TECHNICAL SKILLS: • Microsoft Word, Excel, PowerPoint, Access. Windows Xp (10+ years), Microsoft Office (10+ years), Linux (1year), SQL (1year), iOS (6+ years),  Mac OS X (Macintosh (10+ years) Web Dev.: • Graphic & writing skills, QuickBooks, web and social skills, Spreadsheets and Database  Programming language: • Visual Basic, C or Quick Basic (5 years), HTML, PHP, JavaScript and Java (object oriented).  Computer assembling and maintenance. Troubleshooting hardware and software problems. |
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|  |  | *Academic Experience*  Relevant Experience (or Course Projects)  \*Project Scope-Team leader for arranging and developing fictitious platform in building a website for a private owned company Known as Tea Distribution (used HTML, JavaScript and CSS)  \*Project Blog- Individual assigned project to create a blog named hometown visit. (Used Visual studio and visual basic programming along side with Photoshop and InDesign)  \*Project Fusion- designing and developing software for a company to retrieve the data stored there and present it in a user-friendly way, and secondly, to update the database by inserting, modifying and deleting data. Programming languages used is Java OOP and VB. |

References

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