



Jack Jones

QUALITY PROFESSIONAL

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 (334) 612-9251

 Southern New Jersey

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SKILLS

- HTML/CSS
- Microsoft PowerPoint, Word, Excel
- Goggle Sheets, Forms, Adobe Acrobat Pro
- Data Entry
- Excellent written and verbal skills
- Public Speaking/Video Conferencing

EDUCATION

JULY 2019

Web Design: Real World Coding in HTML & CSS: UDEMY Instructor: Brad Schiff

- Built websites with links, images and responsive layouts, etc.
- Bootstrap
- SCSS
- JavaScript

JANUARY 2020

JavaScript Web Projects

- Built web applications for all devises
- Built electronic forms and questionnaires
- Built Quote Generator

<https://jjones2013.github.io/Covid-19-2/>

JULY 2020

Digital Marketing

JUNE 1987

Graduate of Twin Lakes High School
(High School Diploma – Florida)

RESUME OBJECTIVE

Versatile, hardworking quality-oriented professional with 25+ years of experience and a proven knowledge of workflow prioritization. Looking to leverage my skills to successfully fill the Administrative (remote) role within your company. Available immediately for full-time employment.

EXPERIENCE

ADMINISTRATIVE ASSISTANT

**Watchtower Bible & Tract Society
(Field Representative)**

2009 – Present

Organize reviews and discussions of established policy from headquarters with those in charge of local congregants and assist in its implementation. Give motivational and instructional speeches from a few to a few thousand in attendance physically and virtually. Instruct classes of about 34-50+ in attendance throughout the year on policy, encouragement, personal goals and achievements.

HEALTHCARE-ADMINISTRATIVE ASSISTANT

Caring Matters Home Healthcare

2019

Scheduled healthcare professionals to work with client base on a daily basis to insure adequate and efficient care was achieved. Monitored schedules of workers and clients.

J & J GENERAL CLEANING

Owner/Operator

2004 – 2019

Scheduled, organized, and took part in preparing newly constructed and/or renovated properties for occupancy.

Duties included (but not limited to):

- Acquisition of new clients/contracts
- New home construction cleanup
- Commercial/Residential window cleaning and maintenance

FLORIDA FOOD CHAIN

1992 – 2001

Manager/Head of Maintenance

Duties included (but not limited to):

- Organize/Schedule shifts of employees
- Bookkeeping
- Accounts Receivable and Payable
- Inventory Control
- Maintain cleanness of property inside and out