

# Jack Jones

## Quality Professional

☎ 334 612-9251

✉ jack\_jones.98@aol.com

📍 Southern New Jersey

🌐 <https://www.linkedin.com/in/jack-jones-7710241a7/>

## SKILLS

- HTML5/CSS3
- Microsoft PowerPoint, Word, Excel
- Google 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 interactive websites with responsive layouts.
- Bootstrap
- SCSS
- JavaScript

**JANUARY 2020**

**JavaScript Web Projects**

- Built web applications for all devices
- Built electronic forms and questionnaires
- Built Quote Generator
- Built website on Coronavirus



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

**JULY 2020**

Digital Marketing Course

**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