

ANDREA JONES

UNIVERSITY OF
NORTH CAROLINA
AT WILMINGTON
STUDENT OF
INFORMATION
TECHNOLOGY

CONTACT

- 704 914 5048
- arj4277@uncw.edu
- 4825 College Acres Drive
Wilmington, NC 28403

EDUCATION

ASSOCIATE OF ARTS
CLARK COLLEGE | 2014 - 2016

B.S., COMPUTER SCIENCE
UNCW | 2016 - EXPECTED GRADUATION MAY 2019

EXPERIENCE

UNCW STUDENT RECREATION CENTER
FACILITIES MAINTENANCE | OCTOBER 2016-PRESENT

- Responsible for maintaining the overall cleanliness of the campus recreation facility.
- Ensure that facility stays safe and welcoming for all patrons and guests.

HAWK WHEELS BIKE SHOP & BIKE SHARE
HAWK WHEELS OPERATIVE | OCTOBER 2016-PRESENT

- Plan and attend event programming to promote Hawk Wheels across campus.
- Aid in improving bicycle culture on campus by educating students about safety, etiquette, and policy.
- Assist with abandoned bicycle impounds across campus each semester.
- Maintain Hawk Wheels Bike Share bicycles.
- Assist students in learning basic bike mechanics.

FOREVER 21
SALES ASSOCIATE | JUNE 2016 - OCTOBER 2016

- Responsible for customer service, which included greeting customers, informing them of sales and in-store promotions, and helping them on the sales floor.
- Restocked merchandise.
- Maintained clean sales floor and facilities.

REGAL ENTERTAINMENT GROUP
FLOOR STAFF | MARCH 2014 - OCTOBER 2015

- Completed hundreds of ticket and concessions transaction per week in cash and credit.
- Dealt with customer's questions and concerns about the theatre's products, services, and facilities.
- Promoted the Regal Entertainment Group loyalty program
- Maintained clean auditoriums and facilities.

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QUANTUM TECHNOLOGY GROUP

ADMINISTRATIVE ASSISTANT | AUGUST 2011-AUGUST 2012

- Managed, analyzed, and reported expenditures; including reconciling receipts, purchase orders, and managing invoices.
- Organized and accurately maintained confidential files.
- Researched and arranged travel itineraries.
- Fulfilled receptionist duties as needed including scheduling appointments, answering phones, greeting company guests, and managing the president's daily schedule.
- Learned how to balance competing priorities and effectively manage time to complete tasks.

MARVIN RIDGE HIGH SCHOOL TRACK & FIELD

ASSISTANT COACH | NOVEMBER 2011 - MAY 2012

DECEMBER 2015 - MAY 2016

- Developed and executed workouts for high school athletes in the long jump and triple jump.
- Taught the fundamentals and techniques of jumping to beginners and helped returning athletes improve their skills.
- Effectively collaborated with several coaches to ensure a positive environment and successful indoor and outdoor track season.
- Learned how to quickly gain trust, confidence, and motivate students with varying athletic abilities.

VOLUNTEER

Bike & Build

FUNDRAISER / CYCLIST | NOVEMBER 2011 - MAY 2012

- Pedaled over 3,800 miles from Virginia Beach, VA to Cannon Beach, OR to raise money and awareness for Affordable Housing.
- Volunteered at 10 Habitat for Humanity build sites across the United States.
- Raised \$4,820 for Habitat for Humanity and other affordable housing organizations.
- Researched affordable housing issues occurring in the United States, including conducting interviews with a prospective Habitat for Humanity homeowner and a Rebuilding Together employee.
- Read and analyzed multiple grant applications for a variety of affordable housing organizations. Cooperatively decided with 28 colleagues how to distribute a portion of the \$150,000 our group had collectively raised.

SKILLS

- Microsoft Office Suite : Word, Excel, Powerpoint
- Microsoft Outlook - including emailing, managing appointments, multiple calendars, and monthly reminders
- Quickbooks
- Collaboration
- Organization

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REFERENCES

NICK CANNON

Alternative Transportation Coordinator
University of North Carolina at Wilmington
601 S College Road
Wilmington, NC 28403
(910) 962-2764

Nick Cannon is my current supervisor at Hawk Wheels Bike Shop.

FREDDY MOORE

Track and Field Coach
Marvin Ridge High School
2825 Crane Road
Waxhaw, NC 28173
(704) 877 - 3141

Coach Moore and I have worked together on multiple occasions. He was my jumps coach during my time on the MRHS team from 2006-2010. When I returned to coach, I worked directly with him.

CAMERON STARR

Track and Field Coach
Marvin Ridge High School
2825 Crane Road
Waxhaw, NC 28173
704-989-4296
cameron.starr@ucps.k12.nc.us

Coach Starr and I have also worked together on multiple occasions. He was the head coach during my time on the MRHS track team from 2006-2010, as well as during my time coaching the jumpers.

SLOAN REESE

Realtor
The Cameron Team at Coldwell Banker Sea Coast Advantage
1001 Military Cutoff Road
Suite 101
Wilmington, NC 28405
(910) 547 - 2038

Sloan Reese and I developed a close professional relationship this past year while we worked together to find housing options for my upcoming academic year.