**Bonita U. Jones**

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**Objective**

Looking forward to obtain a career in which job advancement and team work is strongly encouraged. An opportunity to showcase my abilities to learn quickly and multitask.

# Skills Summary

* Forklift/Tugger
* Microsoft Word
* Excel
* Customer Service
* On Job Trainer

# Education

Tattnall County High School|May2009

# Experience

**Savannah Regional Youth Detention Center**

**Juvenile Correctional Officer**

**March2018-July2018**

* Prevent escapes
* Protect the safety of the youth/staff
* Break up fights between youth
* Escort youth to Educational Classes
* Assist helping maintain sanitation of youth’s rooms daily
* Keep work area and living unit clean at all times
* Monitor visitation
* Monitor youths behavior
* Zero Tolerance for bullying
* Follow policy and procedures
* Assist staff when youth are unruly or displaying violent/threatening behavior towards staff or other youth

**Viracon Inc**

**Support Tech/ Machine Operator/Forklift Utility**

**August2016-July2017**

* Run clave machine using computer, formatted recipes, reading diagrams
* Open and close clave machine manually
* Drive racks of glass into clave with tugger
* Read/use a tape measure
* Basic math skills
* Pass 100 Lb. lift test
* Fill in when Team Lead is absent
* Fill in when coworkers are absent do their job as well as mine
* Operate forklift and/or tugger when needed
* Help the line or when I have down time
* Reply and equipment issues
* Keep area clean at all times
* Daily inspection and cleaning of clave machine before/after work duties for the day

**Chicken Of The Sea**

**Lion Feeder**

**May2016-August2016**

* Feed tuna loin into machine from conveyor belt
* Keep work area and conveyer belt as clean as possible before and after shift
* Keep hands clean at all times
* No gaps while feeding the loin into the canning machine
* Assisted others when short staffed
* Quality control

**Rogers State Prison**

**Correctional Officer**

**July2010-September2015**

* Prevent escapes
* Protect the public
* Maintain accountability of inmates at all times
* Physically and visually inspect inmates and their living units, recreational yards, and personal property
* Maintain visual surveillance of prison ground line by camera, foot, and rover vehicle
* Security check every 30minutes
* Insure inmates go to assigned work details, class, appointments, store call, library
* Inmates should be properly dressed entering and exiting living areas
* Monitor visitation
* Maintain P.O.S.T certification
* Maintain Fire Arms certification
* Answer phone calls, transfer calls, take messages
* Assist in restraining violent and unruly inmates
* Always be visual and monitor inmates behavior at all times

**Hills Shopping Center**

**Cashier/Stocker**

**May2006-April2009**

* Keep work area clean
* Assist customers with finding or returning items
* Greet every customer
* Accountability for all money transactions
* Open and close store