

Jakia Hines

Los Angeles, CA

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Work Experience

Writer

Facebook Catalog

2019 to Present

Specialized in writing and composing music for Facebook ads.

- Recorded Vocals using programs such as Protools and Garage band
- Created songs and demos to pitch to prospective

Clients

- Attended music conferences and workshops

Contract Job

General DataTech

2017 to 2018

- Conduct daily network backup operations.
- Assist personnel with installation configuring and ongoing usability of system hardware and software
- Offer daily operations and system support to personnels
- Verify functionality of hardware and software components
- Assist employees with computer problems and answer their questions
- Troubleshoot hardware and software issues in person, remotely and via phone

Branch Office Admin

Edward Jones Investment - Atlanta, GA

2014 to May 2017

- Worked one on one with technology and clients
- Managed daily office operations while answering calls
- Met clients daily needs
- Greeted visitors and responded to telephone and in person request.
- Scheduled meetings and prepared the conference room
- Prepared hypos/FAST reports at the direction of the financial advisor.
- Mentored and trained other branch of administrators
- Worked with Life Insurance, annuities, Mutual Funds and Stocks & Bonds.

Mentor & Train New Employees

Wells Fargo Bank - Port Orange, FL

2011 to 2014

Port Orange, FL (Banker)

- Handles various accounting transactions and reconciliation tasks

- Provides account status data whenever required
- Informs customers about various bank products
- Find satisfaction in offering the right financial solutions to help customers with large expenses, such as saving for college, buying a home, and planning for retirement
- Provides existing and prospective clients with personal financial consulting and lending services
- Cross-selling products through referrals & out bounding calling
- Mentor & train new employees
- Manage customer portfolio services and relationships

Teller

Wells Fargo Bank - Port Orange, FL

2010 to 2011

- Ensured compliance to established guidelines while processing customer transactions.
- Handled workflow scheduling, transaction approval, and teller training.
- Recommended alternate channels and cross-sold bank services and products.
- Assisted customers in safe deposit, ATM processing, and other crucial transactions.
- Handled compliance of audit operations and regulatory issues.
- Identified client requirements and recommended appropriate financial products and services.
- Adhered to established policies, procedures and guidelines.
- Handled inquiries and more complex transactions.

Teacher

Aunt Melinda's House Preschool

2009 to 2010

- Taught and administered students from the ages of 3 and 4 years old
- Wrote lesson plans for student's motor skills
- Kept clean and safe environment for students

Student Teacher

Palm Terrace Elementary School - Daytona Beach, FL

January 2008 to April 2008

- Instructed over 30 students in the areas of Mathematic and reading
- Designed educational programs and activities for a 2nd grade curriculum
- Assessed student performance through testing and evaluations
- Enhanced student education and social growth through various teaching strategies and techniques

Camp Counselor

YMCA of America - Daytona Beach, FL

2004 to 2008

- Assisted camp leaders with implementing educational programs and activities for over 25 students
- Evaluated and provided recommendations and progress reports on assigned students to camp leaders
- Worked with camp leaders to design and implement programs to improve parental involvement
- Taught swim lessons to children ages 5 to 10 years of age.

Student Teacher

Holly Hill Elementary - Daytona Beach, FL

January 2007 to April 2007

- Instructed over 20 students in the areas of mathematics and reading
- Designed educational programs and activities for a 5th grade class
- Taught dance to students ages 8-12 years old

Education

Bachelor of Science in Educational Studies

Cookman University - Daytona Beach, FL

2009

Bachelor's

Palm Beach Lakes Senior High School - West Palm Beach, FL

Skills

- To work in a challenging position that would assist your company in achieving growth through maximum use of my experience, education and qualifications; ultimately qualifying for advancement and increased decision-making responsibilities. Key strengths include:
- Leadership
- Willing Learner
- Responsible
- Organizational Skills
- Flexible
- Multitasking Skills