

Jonathon Isley

Business

Belfast, TN 37019

jonathonisley8_iva@indeedemail.com

(931) 637-8406

To utilize my 5+ years of teaching and coaching experience within a corporate environment.

Work Experience

Masonry Assistant

Isley Masonry - Lewisburg, TN

June 2019 to Present

- Prepares materials for the building process
- Plans and organizes daily masonry operations

Teacher

Marshall County Schools - Lewisburg, TN

July 2013 to May 2019

Marshall Co Board of Education, Lewisburg, TN- Teacher
2013 - 2019

- Managed education plans for 70 students while communicating closely with students, parents, and other teachers.
- Prepared weekly lesson plans for multiple subjects.
- Maintained an orderly classroom while following state guidelines.
- Quickly mastered and implemented technology
- Thrived in deadline driven environments with the ability to maintain my sense of humor under pressure.

Office Assistant

University of Tennessee -BCMB Department - Knoxville, TN

2008 to 2012

Assisted students and professors with their academic needs.

- Worked closely with many professors and research assistants in completing tasks for various research projects and grants.
- Filed travel requests for visiting speakers for the department.

Education, Lewisburg, TN- Technology Support

Ran wiring for updated Wifi access in 9 schools - Marshall, CO

May 2009 to August 2009

Marshall Co Board of Education, Lewisburg, TN- Technology Support
May 2009 - August 2009, May 2010 - August 2010

- Assisted in setting up technology throughout the school system.

- Ran wiring for updated Wifi access in 9 schools

Seth Isley
1130 Adams Rd
Belfast, TN 37019
931-637-8406
jonathonisley8_iva@indeedemail.com

Education

MS Education in Education

University of Tennessee - Knoxville, TN
June 2012 to May 2013

BA in English Literature

University of Tennessee - Knoxville, TN
August 2008 to May 2012

Skills

- Filing
- Receptionist
- MS Office
- Data Entry
- Writing Skills
- Teaching
- Public Speaking
- Clerical Experience
- Curriculum Development
- Classroom Management
- English
- Proofreading
- Presentation Skills

Certifications and Licenses

Teaching Certificate

Assessments

Written Communication — Highly Proficient

May 2020

Best practices for writing, including grammar, style, clarity, and brevity.

Full results: <https://share.indeedassessments.com/attempts/fcf53dc826c943900d906466f80e7ad7eed53dc074545cb7>

Attention to Detail — Highly Proficient

May 2020

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: <https://share.indeedassessments.com/attempts/1f791d30d1c5cf4ee4bdb22a4519e93feed53dc074545cb7>

Scheduling — Expert

May 2020

Cross-referencing agendas and itineraries to avoid scheduling conflicts.

Full results: https://share.indeedassessments.com/share_to_profile/73a3076b8fde73cb9863ad4a55b90d2b

Office Manager — Expert

May 2020

Scheduling and budgeting.

Full results: https://share.indeedassessments.com/share_to_profile/05a5d6cb4c4865f6967c6a10e71f6edaeed53dc074545cb7

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