

# Michelle Jones

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Apopka, Florida

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## Summary of Qualifications

- Highly organized professional with attention to detail providing 10+ years of administrative and secretarial support to C-Suite Executives
- Independent and self-motivated professional with exceptional critical thinking skills to research and resolve multiple tasks and requests from start to finish while fostering positive communication with all organizational levels
- Ability to maintain strict levels of confidentiality in handling sensitive information
- Ability to multi-task, work under pressure, coordinate multiple projects simultaneously, and meet deadlines under stringent time constraints
- Highly proficient with Microsoft Office Suite (Word, Excel, PowerPoint, Access), HRIS (Ceridian, UltiPro and Oracle), and Adobe Acrobat Professional
- Ability to learn programs and processes quickly
- Ambassador of Continuous Improvement methodologies and identifying process improvement opportunities

## Education

Samford University	Bachelor Business Management	Birmingham, Alabama	09/1997
Nick Vertucci Real Estate Academy – Flipping 101		Irvine, California	2018-2019

## Experience

<b>Temporary HR Project Assistant</b>	<b>Manpower</b>	<b>05/2020-07/2020</b>
<ul style="list-style-type: none"><li>• Onboarded over 800 teenagers for CareerSource’s Summer Internship Program</li></ul>		
<b>Temporary HR Assistant/Recruiter</b>	<b>OfficeTeam</b>	<b>01/2020-03/2020</b>
<ul style="list-style-type: none"><li>• Recruited Nurses and Customer Service Representatives at TurningPoint Healthcare Solutions</li></ul>		
<b>Temporary Executive Assistant</b>	<b>Manpower</b>	<b>08/2019-12/2019</b>
<ul style="list-style-type: none"><li>• Managed MS Outlook calendars for multiple executives at AdventHealth Hospital</li></ul>		
<b>Temporary Sr HRIS Specialist</b>	<b>OfficeTeam</b>	<b>03/2019-08/2019</b>
<ul style="list-style-type: none"><li>• Supported HRIS and Absence Management Team</li></ul>		
<b>Temporary Executive Assistant</b>	<b>Manpower</b>	<b>12/2018-01/2019</b>
<ul style="list-style-type: none"><li>• Managed a large-scale re-branding initiative</li></ul>		
<b>Full-time Homeschool teacher</b>	<b>Jones Academy</b>	<b>10/2015-06/2018</b>
<ul style="list-style-type: none"><li>• Curriculum development and creative lesson planning</li><li>• Multi-age classroom management</li><li>• Progress assessment and working knowledge of learning styles</li></ul>		
<b>Executive Assistant to the President</b>	<b>Junior Achievement of Central Florida</b>	<b>04/2015-10/2015</b>
<ul style="list-style-type: none"><li>• Planned monthly board meetings and Annual Board Retreat</li><li>• Assisted with the Annual Fundraiser/Hall of Fame event</li><li>• Responsible for answering multiple telephone lines and reception</li><li>• Managed MS Outlook calendar as well as email inbox and outbox</li><li>• Responsible for donor correspondence</li><li>• Entered HR changes in HRIS</li><li>• Oversaw IT needs for new associates</li></ul>		

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**CNL Financial Group, Orlando, FL**

**03/2004-12/2014**

**HRIS Analyst**

**CNL Financial Group, Inc.**

**03/2008-12/2014**

- Responsible for all data entry into HR system (on-boarding, promotions, department transfers and off-boarding)
- Produced and disseminated monthly and annual reports for management
- Managed an RFP process and implementation of a new HRIS in 2012-2013
- Assisted with the Benefits Open Enrollment
- Tracked company-wide Annual Performance Reviews
- Assisted with compensation market analysis
- Assisted with tracking quarterly paid out bonuses for sales team
- Spearheaded Teambuilding and Recognition initiatives for the Human Capital and Corporate Communications team

**Executive Assistant to the Chief Human Capital Officer**

**CNL Financial Group, Inc.**

**01/2007-03/2008**

- Responsible for answering multiple telephone lines
- Managed MS Outlook calendar as well as email inbox and outbox
- Managed Teambuilding events

**Executive Assistant to the Chief Tax Officer**

**CNL Financial Group, Inc.**

**03/2006-01/2007**

- Spearheaded an overhaul of department-wide procedures
- Responsible for answering multiple telephone lines
- Managed MS Outlook calendar as well as email inbox and outbox
- Reviewed and summarized legal documents

**Executive Assistant to the Chief Operating Officer**

**CNL Financial Group, Inc.**

**03/2004-03/2006**

- Assisted with a large-scale downsizing initiative
- Responsible for answering multiple telephone lines and reception
- Managed multiple executive calendars as well as email inboxes and outboxes
- Managed the COO's board participation with Junior Achievement of Central Florida
- Managed the COO's board participation with Heart of Florida United Way

**St. Mary's-on-the-Highlands Episcopal Church, Birmingham, AL**

**04/1996-02/2004**

**Executive Assistant to the Rector**

**St. Mary's-on-the-Highlands**

**01/2001-02/2004**

- Responsible for church database and parish recordings of baptism, weddings, etc.
- Took dictation for weekly sermons and Rector's correspondence
- Liaison with parishioners during weddings, funerals and special events
- Supported Vestry with minutes and meeting set up

**Publications Secretary**

**St. Mary's-on-the-Highlands**

**01/1998-01/2001**

- Produced and mailed a weekly newsletter and various postcards
- Typeset and copied weekly bulletins
- Assisted with special projects

**Parish Secretary/Receptionist**

**St. Mary's-on-the-Highlands**

**04/1996-01/1998**

- Responsible for answering multiple telephone lines and reception
- Typeset, copied and mailed weekly postcards
- Typeset, copied and folded weekly bulletin