

Michelle Jones

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), Google Office Suite, HRIS (Ceridian, UltiPro and Oracle), and Adobe Acrobat
- Ability to learn programs and processes quickly
- Ambassador of continuous improvement and identifying process improvement opportunities

Education

Samford University Bachelor Business Management Birmingham, Alabama 09/1997

Note: I worked full-time while maintaining a 3.25 GPA and graduated from college debt-free.

Experience

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| Temporary Sr. Administrative Assistant | AppleOne | 11/2020-current |
| • Supporting The Seminole County Eviction Help Program | | |
| Temporary Case Manager | AppleOne | 09/2020-11/2020 |
| • Reviewing applications for The Orange County Bar Association's Eviction Diversion Program | | |
| Temporary HR Project Assistant | Manpower | 05/2020-07/2020 |
| • On-boarded over 800 teenagers for CareerSource's Summer Internship Program | | |
| Temporary HR Assistant/Recruiter | OfficeTeam | 01/2020-03/2020 |
| • Recruited Nurses and Customer Service Representatives at TurningPoint Healthcare Solutions | | |
| Temporary Executive Assistant | Manpower | 08/2019-12/2019 |
| • Managed MS Outlook calendars for multiple executives at AdventHealth Hospital | | |
| Temporary Sr. HRIS Specialist | OfficeTeam | 03/2019-08/2019 |
| • Supported HRIS and Absence Management Team at Hilton Grand Vacations | | |
| Temporary Executive Assistant | Manpower | 12/2018-01/2019 |
| • Managed a large-scale re-branding initiative at AdventHealth Hospital | | |
| Full-time Homeschool teacher | Jones Academy | 10/2015-06/2018 |
| • Curriculum development and creative lesson planning | | |
| • Multi-age classroom management | | |
| • Progress assessment and working knowledge of learning styles | | |

