

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 Executive Assistant | AccountingPrinciples | 01/2021-03/2021 |
| • Supporting the CEO & President at Orlando Credit Union | | |
| Temporary Sr. Administrative Assistant | AppleOne | 11/2020-01/2021 |
| • 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 | | |

Executive Assistant to the President Junior Achievement of Central Florida 04/2015-10/2015

- Planned monthly board meetings and Annual Board Retreat
- Assisted with the Annual Fundraiser/Hall of Fame event
- Responsible for answering multiple telephone lines and reception
- Managed MS Outlook calendar as well as email inbox and outbox
- Responsible for donor correspondence
- Entered HR changes in HRIS
- Oversaw IT needs for new associates

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