

Michelle Jones

Apopka, Florida

Michelle@MichelleMJones.com 407-687-3652 www.Linkedin.com/in/MichelleMariaJones

Goal

To obtain a full-time permanent position where my skills, knowledge and experience may serve a C-Suite Executive

Summary of Qualifications

- Highly organized professional with attention to detail providing 10+ years of administrative support to C-Suite Executives and teams
- Independent and self-motivated 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, Publisher), Google Office Suite, HRIS systems (Ceridian, UltiPro and Oracle), and PDF Readers (Adobe Acrobat and Fox-it Reader)
- 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

Executive Assistant to the CEO **H&A Farms** **3/2022-present**

- Supporting the CEO with inbox management, heavy calendaring, travel arrangements, and special projects.

Contract – Eligibility Specialist **AppleOne** **06/2021-3/2022**

- Supported Floridians attain assistance from Florida’s Federally-funded Rental Assistance Program, OurFlorida. I was promoted to a supervisory role, Pod Lead, on 10/18/21. I was terminated on 12/21, then rehired 1/22.

Temporary Executive Assistant **AccountingPrinciples** **01/2021-03/2021**

- Supported the CEO & President at Orlando Credit Union with inbox management, heavy calendaring, board meeting minute via dictation, travel arrangements, contract management, and special projects

Temporary Sr. Administrative Assistant **AppleOne** **09/2020-01/2021**

- Supported Seminole County and Orange County’s Eviction Diversion Programs by assisting those who were facing eviction upload documents and fill out applications with heavy file management and phone/email support

Multiple Temporary Assignments **Manpower/OfficeTeam** **12/2018-09/2020**

- Calendared, event management, PP presentations, and special projects for multiple C-Suite executives at AdventHealth Hospital, HRIS analysis for Hilton Grand Vacations, Onboarded 600 teenagers for CareerSource’s Summer Internship Program, and recruited for TurningPoint Healthcare Solutions

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 Onboarding and IT needs for new hires

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