

JADEANE JONES

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OBJECTIVE: To obtain a position with a growing company that will compliment my skills as well as build my knowledge while growing with said company.

EDUCATION

- **Pikes Peak Community College, Colorado Springs, CO**
Associate of Applied Science, Paralegal, May 2017
Member of Phi Theta Kappa Honor Society: 4.0 GPA

SUPPLEMENTAL EDUCATION

- Response to Intervention Training
- Criminal Justice Information System Training
- Victim Impact Statement Training
- ACTION Case Maintenance Software Training
- HIPPA & PREA Training
- Colorado TRAILS system Training

LEGAL VOLUNTEER ORGANIZATIONS

- Spring Creek Youth Services Center
Director's Assistant
3190 E. Las Vegas
Colorado Springs, CO 80906
- 4th Judicial District Office
Restitution Unit
105 E. Vermijo Ave.
Colorado Springs, CO 80903
- 4th Judicial District Office
DART (District Attorney Response Team)
105 E. Vermijo Ave.
Colorado Springs, CO 80903

COMMUNITY SERVICE

- Community Partnership of Child Development
Pre K Classroom Helper; Wildflower Elementary
1160 Keith Dr.
Colorado Springs, CO 80916

SKILLS

Computer

- **Proficient** in MS Word, Excel, Power Point, Access, and Outlook.
- **Proficient** in CLIO, Wordpress Web Design, Microsoft One Drive, Microsoft One Note, Google Drive, Google Docs, Outlook Webmail Calendar and processes, and Video Conferencing.

Additional

- **Researched** Colorado Statutes, Case Law and U.S. Supreme Court Rulings. Employee Relations issues and concerns to support consistent treatment and adherence to policies and procedures.
- **Prepared** briefs, memorandums, minutes, agendas, Professional Development Calendars, and Time and Billing reports.
- **Studied** Introduction to Law, Introduction to Mediation, Property Law, Legal Research & Writing, and Computers and Law
- **Supported** the Director of Education to Spring Creek Youth Center Services to maintain the needs of the staff and building.
- **Designed** and maintained Wordpress web blog and document generations.
- **Maintained** total administrative responsibility of building to include budgeting, account balancing and reconciliation, cost controls, payroll and inventory control.
- **Prepared** and filed all Tax, Payroll and Sales reporting on a monthly, quarterly and annual basis.
- **Organized** and coordinated Response to Intervention and Problem Solving Team Meetings. Developed and followed through with plans created through staff, RTI, and PST meetings.
- **Presented** training programs to ensure trainees attained competency in the skills and knowledge necessary to deliver exemplary customer service and to maximize sales and profitability in their store.
- **Earned** district Platinum Status for the quarter and two consecutive years.

EMPLOYMENT HISTORY

Spring Creek Youth Center Services (Colorado Springs, CO)
Director's Assistant
June 2015-Present

Harrison School District Two (Colorado Springs, CO)
Educational Support Personnel
March 2015-June 2015

Alorica (Colorado Springs)
Customer Service Representative
October 2013-May 2015

Victoria's Secret (Texas)
Assistant Store Manager
February 2011 – July 2013

Dillard's (Texas)
Sales Specialist
May 2010 – February 2011

Belk Inc. (North Carolina)
Area Sales Manager, Assistant Manager, Sales Associate
October 2005 – July 2008

REFERENCES: Available upon request