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# Jadeane Jones

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I am a sincere, loyal and dedicated individual who has a great deal of ambitions. I have a positive attitude and love learning new things. I am also very good at working with new and many people. I believe I would be a great asset to any team.

## Experience

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4<sup>th</sup> Judicial District Office; *Colorado Springs, CO*  
August 2015-Present  
*District Attorney Response Team (DART) Volunteer*

- Assist with case filing and scanning.
- ACTION Case Maintenance Software and Operations
- Develop and maintain case files and trial notebooks.
- Assist attorney in court as needed.
- Follow-up with calls and emails.

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

- Head Secretarial duties.
- Microsoft Office: Word, Excel, and PowerPoint. Microsoft: Outlook Webmail, OneDrive and One Note.
- Infinite campus. Attendance.
- Supply ordering, purchase ordering and invoices, and inventory control.
- Colorado TRAILS system input with new Intake.
- Account balancing and reconciliation.
- Agenda and professional calendar management.
- Memorandum, minutes, and document generation.
- Response to Intervention and Problem Solving Teams.
- Files upkeep and update. Office organization.

4<sup>th</sup> Judicial District Office; *Colorado Springs, CO*  
June 2015-August 2015  
*Restitution Unit Volunteer*

- Assist in restitution cases.
- Handle and follow-up with calls and emails.
- ACTION Case Maintenance Software and Operations.
- Develop and maintain Restitution files and cases.
- Assist attorney in court as needed.

Harrison School District 2; *Colorado Springs, CO*  
March 2015-June 2013  
*Educational Support Personnel*

- Front office staff position; Secretarial Duties
- Answering phone calls, transferring, and/or message notating
- Infinite campus
- Documentation of students attendance and contacts
- Collection of Fund Raising outcome
- Library Tech
- Paraprofessional Substitute
- Several more skills with several positions to fill.

Alorica; *Colorado Springs, CO*  
Oct 2013-May 2015  
*Customer Service*

- Customer Service
- Sales
- Documentation of client comments, transactions, and case files
- Warranty sales and upgrades
- Place orders online and over the phone
- Call taking and transfers
- Order verifications

Victoria's Secret; *Temple, TX*  
Feb 2011-July 2013  
*Assistant Store Manager*

- Sales; POS register operations.
- Recruit, Hire and Staff
- Conference calls, Staff meetings
- Merchandising, receiving new stock, Floor sets
- Soliciting of the Victoria's Secret credit.
- Received Award for Platinum Status.

Dillard's; *Temple, TX*  
May 2010-Feb 2011  
*Selling Specialist*

- Sales; POS register operations.
- Merchandising, receiving new stock.
- Soliciting of the Dillard's credit.

Belk Inc.; *Fayetteville, NC*  
Sept 2007-Jul 2008  
*Area Sales Manager*

- Merchandising; Sales; Promotions.
- Bumped up sales an increase of 13%.
- Suggested new products.
- Plano grams; Floor sets.

- Received the Best Shoe Department award for the first time in the company itself.
- Implemented training courses for new hires and recruit – speedy profitability

Belk Inc.; *Fayetteville, NC*  
 Nov 2006-Sept 2007  
*Assistant Manager*

- Customer Service.
- Plano grams; Floor sets.
- Scheduling; Product look up.

Belk Inc.; *Fayetteville, NC*  
 Oct 2005-Nov 2006  
*Sales Associate*

- Sales; POS register operations.
- Set Plano grams; Merchandising.
- Top associate of promotion of store charge card.

UnderWater World Guam; *Tumon, GU*  
 Sept 2001-Feb 2004  
*General Sales Associate*

- Sales; Photos; Customer Service.
- POS register operations.
- Awarded for Associate with Best Photo Sales.

## **Skills**

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- Microsoft Office; Word, Excel, and PowerPoint.
- Microsoft: Webmail, Calendar and Meetings, OneDrive, and One Note.
- Design and maintain Wordpress web blog and document generations.
- Supply ordering and budget maintaining.
- Maintain account balancing and reconciliation.
- Organize and develop Response to Intervention and Problem Solving Teams.

## **Community Service**

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Wildflower Elementary, Community Partnership of Child Development  
 Aug 2013-May 2014  
*Colorado Springs, CO*

- Pre K Classroom Volunteer Award

## Education

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Pikes Peak Community College  
Aug 2013-Present  
*Colorado Springs, CO*

- Paralegal; Associate of Applied Science

George Washington High  
Aug 2000-June 2003  
*Mangilao, GU*

- High School Diploma.
- Tourism academy Completion Certificate.

## Interests

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- Spending time with my kids and family
- Online browsing and researching
- Exploring new things