

RAMONA A. JONES

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EDUCATION

Le Cordon Bleu College of Culinary Arts, San Francisco, CA

Certificate of Le Cordon Bleu Culinary Arts

Anticipated Completion: August 2014

3.00 GPA

Core Skill Sets of Certificate Program:

- Working knowledge of cooking methods
- Ability to identify and use effectively all major spices
- Ability to prepare food nutritiously and in sanitary guidelines

Merrit College, Oakland, CA

Associate of Art in Paralegal Studies

PROFESSIONAL EXPERIENCE

Real Estate Agent

2012-Present

Percy Irving Real Estate
Oakland, CA

Owner

2011-Present

Simply Elegant Catering
Vallejo, CA

- Cater weddings, birthday parties, and private parties

Owner

1992-Present

The Professional Group
Ramona Scales-Jones
Oakland, CA

- Act as Paralegal and subcontractor for attorney

Real Estate Agent

2006-2012

First City Investment
Vallejo, CA

- Listed and sold houses
- Secured mortgage loans

Owner/Partner

1996-2000

Kemite Building Maintenance
Oakland, CA

- Completed light painting of homes
- Cleaned offices for major companies
- Gardened and maintained lawns