

Roxy M. Jones
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QUALIFICATIONS:

- Work well without supervision
- Bilingual English/French with the ability to translate
- Ability to prioritize and remain focused on the essence of an issue
- Excellent with customer support services
- Skilled at learning new concepts quickly while working well under pressure

EXPERIENCE:

Year: (October 2014 - September 2016) United Parcel Services - UPS

Cerritos, California

Sorting (Logistics)

- Maintaining and circulation of packages.
- Servicing system faults.
- Rectifying misloads and package errors.
- Assisting and training new hires.

Year: (June 2010 - September 2013) The Party Staff - Staffing Agency

San Diego, California

Server (Hospitality)

- Maintaining and managing wide service areas.
- Servicing incoming and outgoing clients.
- Duty Coordinator of assigned stations.
- Assistant lead chief on most shifts.

Year: (November 2005 – February 2007) Winn Dixie

New Orleans, Louisiana

Department Associate (Retail Chain)

- Maintainer of sales department.
- Assisted department manager with projects.
- Recording of department sale logistic.
- Sales and store closure assistant.
- Department Trainer Assistant for new employees.

Year: (August 2002 - May 2005) Sav-A-Center

Metairie, Louisiana

Assistant Manager (Retail Chain)

- Cycling of merchandise.
- Maintained department sales.
- Timesheet control and coordination.
- Informed store director of any errors with pricing systems.
- Maintained logistics within department and reported to supervisor.
- Distributed incoming mail and processed outgoing mail

EDUCATION:

Year: (2002 – 2004) Delgado Community College -- General Studies (A.S) New Orleans, LA

**Year: (2005 – 2007) University of New Orleans -- Computer Science and Electrical Engineering (Dual B.A)
New Orleans, LA**

Year: (2015 – 2019) Grand Canyon University -- Psychology (B.A) Phoenix, AZ
