

Karen Jones, BS, HRM
Montgomery, AL
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334-315-4455

OBJECTIVE: To obtain a full time position to maximize my educational abilities and work experiences while making a positive contribution to the company.

EDUCATION: Human Resource Manager, BS. Faulkner, Montgomery, AL, October 2016, 3.9 GPA
Certified Medical Office Administration, CMOA, Fortis, Montgomery, AL, 2013, Magna Cum Laude, Perfect attendance
Visual Communications. Bachelor's of Science, BS, Northwest College of Art and Design, Poulsbo, WA, 1994
Fine Art Major, Associate of Science, AS, Jefferson Davis College, Brewton, AL, 1991

EXPERIENCE: **Substitute Teacher** with Montgomery Public Schools, substitute for all grades Pre-K through 12th grade. Maintained the classroom, followed the teachers guidelines. 2017-present.
Teacher and Monitor for a student enrolled in an online high school. Monitored progress and scheduled testing. Tutor for Physical Science, Consumer Math, and Literature. Montgomery, AL Aug 2016 - Jan, 2017.
Office Manager for The Wild Bead and Boutique, provided customer service, ran the register, designed jewelry displays, meet with new vendors, priced inventory and wrote posts. Promoted and booked events. Montgomery, AL 2016-2017.
Customer Service Specialist for Walmart, provided money services, handled large amounts of cash, money orders multiple transactions of refunds and exchanges, "go-backs", claims, vendor sign in's, customer pages, and was compliant with continuing education on-the-job courses. Montgomery, AL 2014-2016.
Cashier and Customer Service for Michael's, utilized selling skills and expert knowledge about products for customers, set POG, priced and responsible for inventory, handled till responsibilities, processed refunds and exchanges. Montgomery, AL 2012-2014.

Office Manager and Massage Therapist for Mission Square Chiropractic, responsible to checking in patients, scheduling, assisting the Dr. with TENS applications, cold and hot therapy and site-managed massages, kept in compliance with HIPPA regulations and privacy of patients, faxing and scanning of records.

SPECIAL SKILLS:

Computer skills in Microsoft Word, Power Point, and academic courses in Research paper writing in APA style, Organizational Behavior, Perspectives of Management and Business Ethics.

**AWARDS AND
ACTIVITIES:**

Customer Service Award, Walmart, 2016
Art Show at Coliseum Library, Montgomery, 2016
Art Show, The Village Gallery, Montgomery, 2015
Art Donations to The Women's Shelter in 2013, and The Family Sunshine Center in 2015
Paintings sold, 2000 - present
Magna Cum Laude and Perfect Attendance, Fortis, 2013
Partner's In Education, Mentoring Award, PIE 2012

REFERENCES:

Available upon request