

# Jenny Jones

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## PROFILE

A committed, resilient, and motivated student with initiative. Demonstrates exceptional innovative skills in leadership, organization, mathematics, and shows a strong sense of responsibility.

## SKILLS

I can be a leader in most situations and stay ahead of the game. I am persuasive and persistent in all of my work in order to help the progress of the company. I will commit to my job and stay calm during difficult situations. I hope to escalate the companies reputation, show others my organizational skills, and gain experience.

## EXPERIENCE/ VOLUNTEER WORK

**Assistant General Manager, Ranger Station Student Store; Santa Rosa Academy, Menifee, CA 2013-2014**

Supervised all departments, filled in when necessary for absent employees, organized merchandise, worked under time pressure, communicated professionally with adults. Oversaw cash register procedures.

**Merchandiser, Ranger Station Student Store; Santa Rosa Academy, Menifee, CA 2013-2014**

Organizes the set-up of the store, ice chests, waters, and anything else needed to open for business. Prepares the products for display, in charge of the storefront to be presentable to customers, and also answers customers questions about the products and promotions. Answers to GM. Skills: Creative, strong (able to lift 30 pounds), and dependable. Willing to give up your lunch.

**Marketer/ Marketing, Ranger Station Student Store; Santa Rosa Academy, Menifee, CA 2013-2014**

In charge of communicating to the school community of any promotions and new products the student store is offering. (Worked with InDesign and Photoshop) Reports to GM. Skills- dexterity, organized, basic math skills, communication skills, creativity and artistic.

**VBS Teacher Assistant, Vacation Bible School; St. Martha Catholic Parish, Murrieta, CA Summers of 2008-2014**

Helps teacher with classroom duties and interacts and assists students with crafts and activities.

**Community Service Project; Birth Choice of Temecula, Temecula, CA 2013-2014**

I partnered up with the families who attend the annual Vacation Bible School at St. Martha Catholic Parish during the summer and started a community donation drive; collected a variety of baby items like diapers, clothing, bottles, and toys. Started with a goal of 50 items and collected a total of 163 items for Birth Choice of Temecula.

## EDUCATION

High School Student: Santa Rosa Academy, 27587 La Piedra Road Menifee, CA 92584

Estimated Graduation Date: May 2015

I attend a local charter school in which the education focus is technology driven with an emphasis in character development. My chosen track in high school is Business Foundations.

## Skills in Technology

Applications for Apple products including Pages, Keynote, GarageBand, iPhoto, and Google Docs

