

# **Jamie A. Jones**

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## **PROFESSIONAL SKILLS & QUALIFICATIONS**

- Bilingual (English and Spanish)
- Five years experience in sales / customer service
- Advanced skills in Microsoft Office: Word, Excel, Access and PowerPoint
- Proficient in Microsoft Windows System
- Proficient with general office equipment

## **PROFESSIONAL EXPERIENCE**

### **Human Resources Administrator – Johnson & Smith Partners Inc, Madison, WI 4/04 – Present**

- Recruited, interviewed, hired and oriented Exempt and Non Exempt Employees
- Scheduled appointments and planned corporate events
- Performed extensive background screening on applicants, including reference checking
- Provided Unemployment Insurance information
- Translated and interpreted for Spanish speaking individuals

### **Administrative Assistant – University of Wisconsin: Registrars Office, Madison, WI 7/01 – 3/04**

- Worked directly with Registrar Director
- Provided general office support for registrar staff
- Acted as administrative liaison between Registrars Office and University Chancellor's Office
- Oversaw incoming/outgoing mail and email
- Managed a six-line telephone system

### **Assistant Manager / Bookkeeper / Retail Associate – Old Navy Department Store, Janesville, WI 11/99 – 7/01**

- Served as acting retail manager in supervisor's absence
- Managed bookkeeping responsibilities, including: daily, monthly and annual earnings, income tax revenues, sales quota analysis and stock inventory
- Oversaw the cashier responsibilities and sales-floor management
- Trained new employees in computer system and customer service skills

### **Campaign Volunteer / Fundraising Assistant – “Smith for State Assembly”, Madison, WI 7/00 – 11/00**

- Made and received financial contribution calls, 12-line phone system
- Assisted with campaign event planning and “Get Out the Vote” rallies

### **Assistant Staff Supervisor / Waiting Staff – Anthony's Tavern, Stansburg, MN 5/96 – 11/99**

- Provided customer service
- Handled the phone lines
- Maintained daily accounting balance

## **EDUCATION**

### **University of Wisconsin-Madison, Madison, WI**

*B.A., Political Science*

*Minor in Human Resources*

### **Columbus Business Academy, Janesville, WI**

*Certified in Lyman-Pro Income Tax & Payroll Computer System*

### **Jefferson High School, Middleton, WI**

*High School Diploma*

***REFERENCES AVAILABLE UPON REQUEST***