

Jamie Jones

Objective	My objective is...
Experience	<p>4/04 – Present Johnson & Smith Partners Inc. Madison, WI Human Resources Administrator</p> <ul style="list-style-type: none">▪ Recruited, interviewed, hired and oriented Exempt and Non Exempt Employees▪ Scheduled appointments and planned corporate events▪ Translated and interpreted for Spanish speaking individuals <p>7/01 – 3/04 University of Wisconsin Madison, WI Administrative Assistant (Registrars Office)</p> <ul style="list-style-type: none">▪ Worked directly with Registrar Director▪ Acted as administrative liaison between Registrars Office and University Chancellor's Office▪ Oversaw incoming/outgoing mail and email <p>11/99 – 7/01 Old Navy Department Store Janesville, WI Assistant Manager / Bookkeeper / Retail Associate</p> <ul style="list-style-type: none">▪ 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 <p>7/00 – 11/00 "Smith for State Assembly" Madison, WI Campaign Volunteer / Fundraising Assistant</p> <ul style="list-style-type: none">▪ Made and received financial contribution calls, 12-line phone system▪ Assisted with campaign event planning and "Get Out the Vote" rallies
Education	<p>University of Wisconsin-Madison Madison, WI</p> <ul style="list-style-type: none">▪ B.A., Political Science with a minor in Human Resources.▪ Graduated Summa Cum Laude.
Professional Highlights	<ul style="list-style-type: none">▪ Bilingual (English and Spanish)▪ Advanced skills in Microsoft Office: Word, Excel, Access and PowerPoint▪ Proficient in Microsoft Windows System▪ Proficient with general office equipment