**EDUCATION**

**Antioch College September 2016-Present**

**Columbus State Community College December 2012-May 2014**

**Tolles Career & Technical Center September 2009- May 2011**

High School Diploma and Certificate of Digital Media Production.

**REFERENCES**

Rob Jackson, ICL- A/R Marketing Office: (614) 495-7333 (former supervisor)

Jen Cassell- La Petite Academy Office: (614) 766-6653 (former manager)

Joey Chang-Joey Chang's Thai Cuisine Restaurant: (614) 777-0550 (former employer)

1 Morgan Place Yellow Springs, OH 45387/(614)906-9538/abbie.jones@antiochcollege.edu

 **SKILLS**

I have had business, marketing, education, event planning, green energy, environmental, management, retail, computer, and customer service experience. I am very eager and determined to work in the field where my career will eventually be in and a place where I can both professionally and personally grow. I am hard working and have a variety of skills to offer a company.

 **VOLUNTEERING**

Miss Jamie’s House

March 2006-July 2008

 Responsibilities included taking care of the animals, cleaning, assisting children in painting pottery, teaching them their alphabet and basic motor skills, monitoring the safety and etiquette of all children enrolled.

**WORK EXPERIENCE**

**Lead Server** Jan 2015 to September 2016

**The Cheesecake Factory** - Columbus, Ohio

* Trained new employees, developed and performed leadership skills
* Provided excellent customer service, assisted in food preparation
* Maintained a safe, clean and positive work environment

**Lead Executive** Jan 2015 to May 2015

**A/R Marketing** - Dublin, Ohio

* Applied campaign knowledge, sales strategies and brand awareness
* Worked directly with clients, and conducted on-site presentations
* Managed office responsibilities, organization and event planning,
* Managed distinct territories, interviewed and trained team leaders

**Preschool Teacher** Aug 2013 to Dec 2015

**La Petite Academy** - Dublin, Ohio

* Fed the children based on a very specific healthy meal plan.
* Providing a safe clean environment for the children to excel in.
* Taught basic math, science, literacy, history and foreign language.
* Participated in fundraisers and special events.

**Abbie Jones**