

GREGORY LANCE JONES

9663 MEADE CT WESTMINSTER CO 80031

MOBILE (310) 529-9858

GREGORYLANCEJONES@GMAIL.COM

DEDICATED AND RESULTS DRIVEN ADMINISTRATIVE PROFESSIONAL WITH A PASSION FOR ATTENTION TO DETAIL, WITH THE ABILITY TO PROVIDE SUPPORT FOR ANY COMPLEX AND TIME SENSITIVE PROJECTS AS WELL AS ROUTINE DUTIES.

KEY QUALIFICATION HIGHLIGHTS

- Over 8 Years of increased administrative responsibilities
- First point of contact for both phones and In person For Technology Training Corporation
- Adaptable and dependable for any changes that could occur within a business.
- Proven Ability to handle multiple assignments
- Meeting and event planning for over 100 military symposiums
- Computer savvy in both Windows and Mac Operating systems (Word,Excel,Outlook,PPT)

WORK EXPERIENCE

Technology Training Corporation, Torrance, CA

October 2008- May 2014

Staff Assistant

- I provided administrative support to the CEO and President of the company as well as support to the accounting department.
- Accurately prepared all company Files for digitization & organizing all company documents.
- Primary Recruiter and Hiring Assistant
- Acted as a personal assistant to the CEO, working on special projects, as well as personal projects.
- Acting as a liaison between the CEO and staff member in organizing company objectives for military contracts and personal projects set by the CEO and President.
- Ran the mailroom and shipping department, as well as maintaining inventory supply's for the office.
- As an assistant for the Marketing manager, I was able to recruit over 40,000 dollars' worth of exhibitors contracts in a 3-month period to help bolster the military symposiums in Washington D.C. and San Diego.
- Left the company because of Federal Budget Cuts

Supervisor Eugene Hansom 619-347-6659

GREGORY JONES

Résumé • Page Two

Technology Training Corporation, Torrance, CA

2008-2012

Logistics Coordinator

Worked as the head shipping agent for a Defense/Aerospace conference management company servicing 80+ events per year from San Diego to Washington D.C. Prepared all outgoing shipments and unpacked all incoming returns. Responsible for inventory control and contacting vendors and exhibitors.

Masao W. Satow Library, Gardena, CA

2005-2008

Office Assistant/Page

Duties included filling, data entry, and general office operations.

- Trainer of both staff and customers to new electronic systems
- Customer service representative (checkout and inquiries)
- Lead tutor for Learning Center (ages 5-16)

EDUCATION

University Of Phoenix, 2011 – 2014 Major: Bachelor's Degree: Human Resource Management

North Torrance High School, Torrance, Ca Graduated 2006

AFFILIATIONS

Southern California Regional Occupation Center (SCROC) – Customer Service Certificate 2005