

# Tujuana Jones

## **Tujuana Jones Resume.**

Wilson, NC 27893

[tujuana.j@yahoo.com](mailto:tujuana.j@yahoo.com)

+1 252 340 7719

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## Work Experience

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### **Assembler**

Collins Aerospace - Wilson, NC

January 2022 to October 2022

Assemble parts according to blueprints. Test parts, observing work instructions and D185, checking for malfunctions. Perform inspection of parts, etc.

### **Stocker**

Walmart - Wilson, NC

August 2021 to January 2022

As a Cap 2 stocker is to unloading freight from trailers onto pallets, organizing freight, and stocking merchandise throughout the store. Order pick and sort items.

### **Customer Service Associate**

Marathon - Wilson, NC

July 2020 to May 2021

Operate the cash register, greet customers, help customers locate products, paperwork/money handling, stocking shelves, and maintaining the store clean and organized.

### **Customer Service Representative**

Conduent - Raleigh, NC

January 2018 to July 2020

Maintaining solid customer relationships by handling questions and concerns, resolving customer complaints, data entry as well as troubleshooting customers problems/devices.

## Education

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### **Exercise science in Raleigh**

Saint Augustine's University

August 2017 to November 2019

### **High school or equivalent**

Beddingfield High School - Wilson, NC

August 2013 to June 2017

## Skills

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- Great customer service, Great math skills, Great communication skills, Great with computers/ technology, Catering Experience, Production, Machine Operator (4 years)
- Customer Service
- Call Center
- Customer Care
- Customer Support
- CSR
- Assembly
- Basic Math
- Machining
- Microsoft Word
- Packaging
- English
- POS
- Retail Sales
- Serving Experience
- Cash Handling
- Cashiering
- Computer Literacy
- Computer Skills
- Kitchen Experience
- Time Management
- Food Preparation
- Custodial Experience
- Pricing
- Food Safety
- Data Entry
- Schedule management
- Welding
- Organizational Skills
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## Certifications and Licenses

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### **Welding**

January 2022