

Melissa B. Jones

Melissa.B.Jones@gmail.com

770-668-6263

My clients and employers describe me as a problem-solver with strong people skills. After four years of undertaking entrepreneurial endeavors, I am looking for a position with a company where I can contribute to the success of the enterprise.

PROFESSIONAL EXPERIENCE

Entrepreneur

2019 - Present

Atlanta, GA 30309

- Various positions during the Covid epidemic that allowed me to generate income by using my strong analytical skills to help people
- Grew a consistent clientele base by providing bespoke customer service through clear communication to make sure expectations are exceeded while partnering with companies and implementing their core values

CVS Pharmacy, Atlanta, Georgia

2014 - 2019

Pharmacy Technician and Inventory Specialist

- While pursuing my education in pharmaceuticals, I worked directly for the chief pharmacist in managing inventory, upholding company standards, and providing care and comfort to our customers

Teaching Experience

Mabry Middle School, Marietta, Georgia

2007 – 2010

- Life Science Middle School Teacher
- Organized an annual week-long ecological field trip on Jekyll Island for hands-on training for students
- Led the Hospitality Committee to create welcoming and team-building experiences

Campbell High School, Smyrna, Georgia

2006 – 2007

- High School Biology Teacher
- Sophomore Class Sponsor, with responsibility for fundraising projects, prom and homecoming

SunBrook Academy, Woodstock, Georgia

2004 - 2005

- Lead Teacher for Pre-Kindergarten
- Designed daily routines to foster personal growth of children

Other Experience

I had the opportunity to work for the following organizations:

- **Jimmy Sanders Seed Company**, as the Assistant to the Director of Sales, commended for implementing computer software to help customers map their acreage and thus determine their needs
- **Delta and Pine Land Company (later, Monsanto and Bayer)**, as an analyst, responsible for computerizing data on new varieties of cotton plants to allow cotton breeders to use this data to improve their crops, for example by boosting tensile strength of the fiber
- **Bound South, Inc.**, as an assistant manager, overseeing 12 people, and responsible for quality control, productivity and daily operations

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EDUCATION

Delta State University, Cleveland, Mississippi

B.S.E. 2003

Bachelor of Science in Education in Biology with a 3.3 GPA

Academic full scholarship

Throughout college, I worked year-round to garner experience

Georgia State University, Atlanta Georgia

2010 to 2014

Completion of prerequisites to pursue a career as a pharmacist

Honors: 3.40 GPA, top decile PCAT score

SKILLS AND EXPERTISE

- Creative, collaborative team member, with a results-oriented approach
- Strong written, oral and presentation skills, including the ability to negotiate
- Proficient in Microsoft Office Suite including Excel and Access
- Willingness and ability to learn quickly and adapt to changing needs and environments
- Positive outlook with ability to interact well with individuals at all levels