‍Niteroi D. Jones

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**Objective**

Demonstrated talent for organizing, prioritizing and successfully completing work assignments to achieve organizational goals in productivity, efficient operations, and customer service. Possesses excellent, written, oral and interpersonal communication skills and enjoys working with the public sector. Fast learner with the ability to be trained in any area also able to adapt to any situation that may arise. Motivated to achieve high standards; thus, able to interface comfortably with all management levels, support staff and clients. Ability to make independent judgment within general guidelines and works well with little supervision or as a team member.

**Education**

**Computer programming | October 14, 2013- present | University of phoenix**

Major: Information Technology

Minor: Programming

**Skills & Abilities**

**Management**

Able to manage a team of workers and demonstrate to them great leadership in a professional manner. Insuring that every rule is followed from safety to working efficiently.

**Leadership**

Work with employee in a professional manner and while maintaining a supervisors position in a positive manner

**Experience**

**Warehouse| Ballpark in Arlington March 2014- June 2014**

• Responsible for making sure that all CONCESSION STANDS are restocked for game day

**exteriors |champion Redmon Homes August 2013- November 2013**

* My responsibilities are painting of the outside of the mobile home, hanging of doors windows and siding.

**Pins | Frontier Meats | June 2013- August 2013**

* Working with the pins getting the animals prepared to be processed by washing them down and keeping the cool.

**Lead custodian/supervisor | goodwill of centreal Texas, Austin texas | January 2012- December 2012**

* Responsible for driving a crew to and from each work site to clean and making sure that the cleaning of all Goodwill stores is done efficiently and safely. Also maintaining of all employees hours are done correct.

**Driver/supervisor | Sundagger, Austin, texas | October 2011- January 2012**

* Responsible for driving a crew to and from each work in various counties to be dropped off at mile markers to pick up trash. Also responsible for the packing of an 800 cubic feet trailer and hauling the trailer to the landfill every other day.

**Floor Care Technician,| Huntsville, texas | April 2009- August 2011**

Responsible for stripping, sealing and waxing floors so that they maintain a professional look. Also operating heavy industrial equipment such as diamond cutters, buffers, and any floor care equipment tool used to fix or maintain floors.

**Kuntz Road Construction| Schertz, texas | December 2007- July 2008**

* Doing General Labor work by doing road construction of sealing stress cracks in road or highways and also fixing of guard rails.

**Exteriors, Champion Redman Homes| Burleson, texas | August 2006- September 2007**

My responsibilities include painting, decking, hanging of doors, windows, and siding. Also redoing all recall work.

**Home Builder, Oak Creek Homes| Fort Worth, texas | March 2006-August 2006**

My responsibilities include painting with a roller or airless sprayer, decking, hanging of doors, windows, and siding.

**Sterling Food Cooperation,| Hundo, texas | February 2000- November 2006**

Preparing of food for large quantities, serving and cooking meals in a professional manner

**Texas Garment Factory,| Dayton, texas | August 1995- December 1999**

Responsible for fixing and maintaining sewing machines and safety procedures concerning button machines, button hole machines, bar tack machines, double, triple or single needle machines, serger machines and any factory industrial sewing machines.