

JESSICA THORNTON JONES

GOAL STATEMENT

To obtain employment as librarian bringing weekly volunteer experience from a middle school library setting and three plus of experience working in education.

CONTACT DETAILS

Mobile: 804-898-5732

Email: jessdtjones@gmail.com

EDUCATION

Old Dominion University

Master of Library & Information Studies | December 2022

Old Dominion University

Secondary Education Certificate | 2020

Longwood University

Bachelor of Arts: History | 2018

Richard Bland College

Associate of Science | 2016

SKILLS AND ABILITIES

- Organizational skills
- Project management
- Strong communication and interpersonal skills
- Fast learner
- Team player
- Hard working
- Manual data entry

PASSED ASSESSMENTS

- VCLA
- Praxis 5081: Social Studies Content Knowledge 6-12
- Praxis 5089: Middle School Social Studies 6-8

WORK EXPERIENCE

Secondary Social Studies Teacher

Buckingham County High School | 2021 - Present

Dinwiddie County Middle School | 2019 - 2021

- Effectively teach US History to 1865 to 6th grade classes.
- Integrate technology such as Google Classroom and Canvas into various student lessons.
- Collaborate with other teachers in my department and special education teachers to develop plans for students.
- Create and adapt lesson plans according to students' academic needs, to include both individual and group work.
- Meet with parents, guardians, administrators and counselors to address and resolve behavioral and academic issues.
- Served as 6th grade history department lead for the 2020-2021 school year.
- Create and manage systems for tracking large amounts of data.
- Use Google Workplace and Microsoft Office daily.

Recreation Aide

Dinwiddie County Parks and Recreation | 2016 - 2020

- Responded to phone, email, and face to face inquiries.
- Provided customers with information and handled any requests
- Supervised various facilities during athletic and other special events.
- Inventoried, purchased, and distributed uniforms for various sports.
- Oversaw and supervised the work of staff in training.
- Processed registrations and refunds to participants and customers.

Member Services Associate

Petersburg Family YMCA | 2014 - 2016

- Greeted members upon building entry.
- Performed clerical duties: Faxing, filing, and photocopying.
- Processed the enrollment of new members.
- Compiled program registrations and new member orientations and compiled new member packets.
- Maintained and organized various office forms, reports, files, and office supplies.
- Answered inquiries in person and via phone, forwarded calls to the appropriate manager.
- Observed teammates and offered constructive criticism.