

Samantha Jones

Franklin, VA 23851

mrs.samantha.jones.1987@gmail.com

+1 757 617 8243

Highly motivated team player who is self sufficient and reliable. I am experienced in fast paced environments, meeting deadlines, problem solving, management experience and training. I believe in staying informed and strong organizational skills promote a positive and successful work environment.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Regular Carrier

Post Office USPS - Emporia, VA

April 2010 to September 2022

Work independently in a fast paced, high stress environment. Supervise employees and maintain security of mail and customers information. Be a team player to get the job done in a timely manner. Train new hires and manage up to 25 employees. Knowledge of policies, FMLA, grievance procedures, union regulations, payroll, scheduling and classified documentation. Proficient demonstration of accounts payable, Microsoft Excel, Word, Power Point and more. Supervisory experience for 6 years effectively monitoring employee, human resources duties, problem solving and customer satisfaction. Conduct performance evaluations and interview potential new hires.

Lab Technician

Walmart - Franklin, VA

October 2006 to June 2010

Processed and developed film using hazardous chemicals while maintaining a high level of safety. Provided conflict resolution and positive customer service at all times. Accountable for inventory management and stock. Willingness to assist in other departments when needed, working independently and as a team. Maintenance and repair machines. Proper use of PPE and chemical waste practices according to MSDS.

Education

Bachelor's degree in Psychology

Old Dominion University - Norfolk, VA

September 2022 to Present

Associate in Science (AS) in Criminal Justice

Paul D Camp Community College - Franklin, VA

September 2010 to June 2012

High school diploma

Southampton high school - Courtland, VA

2000 to 2005

Skills

- NEW Hires Customer Service Oriented Customer Service Inventory Inventory Management Problem Solving Time Management Retail Sales Team Lead/Manager English
- Fluent Spanish
- Intermediate EXTRACURRICULARS Coaches youth softball Direct a nonprofit dance team Volunteer with various local community organizations. (8 years)
- Security
- Conflict Management
- Assistant Manager Experience
- Organizational Skills
- Teaching
- Public Speaking
- Early Childhood Education
- Childcare
- Toddler Care
- Laboratory Experience
- Law Enforcement
- Store Management Experience
- Mentoring
- Merchandising
- Office Management
- Classroom Management
- Management
- Event Planning
- Delivery Driver Experience
- Experience with Children
- Supervising Experience
- Leadership
- QuickBooks
- Microsoft Excel
- Payroll
- Writing Skills
- Autism Experience
- Communication skills
- Customer service
- Driving

Languages

- English - Expert
- Spanish - Intermediate

Awards

Awards

2023

National Honor Society

Psy Chi member

Military Research Lab Involvement

Allison Coveney Psych Research Lab

Tau Sigma

Perry Honors College

Dean's list with a 4.0 gpa

Certifications and Licenses

Early Childhood Education

June 2005 to Present

Business Administration

June 2005 to Present

First Aid Certification

Publications

Military Science Lab

June 2023

I am a part of the Military Science Lab at Old Dominion University where we study veterans in the field of psychology. We are publishing our current project in June. The focus of this study is to use the information gathered to apply in the clinical field of counseling military veterans in our community.

Additional Information

References

Michael Brooks Sr- The Cages of Southampton
757-589-6638
mwbrooks29@gmail.com

Ricky Glover - Lead Supervisor Southside Gas

757-647-7060

sms2397@email.vccs.edu