

Jennifer Tyler-Jones

Flint, MI 48505

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- Motivated with strong written and verbal communication skills.
- Adept at working as part of a creative team to accomplish goals
- Well-versed in current social media platforms and trends.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Special Education Paraprofessional

Flint Community Schools - Flint, MI

March 2023 to Present

One on One paraprofessional helps the student with learning.

Helps my student stay on task

Assists students with schoolwork and navigating the school environment.

Substitute Teacher K-12

International Academy of Flint - Flint, MI

September 2022 to January 2023

Substitute Teaching for teachers when they're out.

I fulfill their lesson plans.

Help assist students in their studies.

Universal Phone Advisor

Morley Companies - Saginaw, MI

May 2022 to August 2022

Making calls on behalf of General Motors and their subsidiaries.

Helping the customer find a solution to an issue with their vehicles.

Being able to find the answers listed on their website for customers

Taking calls from customers and calling dealers.

Case Referral Specialist

Morley Companies, Inc. - Saginaw, MI

August 2021 to May 2022

Working with the General Motors Bolt Repurchase department.

Helping customers make a decision on what they'd like to do with the recalls

Providing customer service

Making phone calls to customers

Inputting data

Daycare Worker

Honey Bear Learning Center and Daycare - Swartz Creek, MI
February 2020 to March 2020

- Provided basic recreational and educational activities
- Kept records of daily observations, incident reports.
- Changed infant diapers, Potty trained toddlers
- Prepared and distributed meals and snacks
- Interacted with parents and reported on children's development
- Cleaned and sanitized the toys, books, and surfaces in the classroom.

Seasonal Sales Associate/Customer Service

Follett Bookstore - Flint, MI
April 2018 to January 2019

- Worked in sales, selling college materials
- Provided a quick and exceptional customer experience
- Assisted customers with locating items
- Responsible for resolving all customer complaints
- Handled returns and exchanges
- Responsible for auditing and organizing the whole store
- Restocked shelves
- Kept store clean

Daycare Worker/Teacher

Kiddie Time - Flint, MI
March 2018 to April 2018

- Provided basic care for infants.
- Diapered, and bathed infants.
- Prepared and distributed meals and snacks
- Cleaned and sanitized the toys, books, surfaces and windows of the classroom.
- Kept records of daily observations, incident reports.
- Spoke with the parents regarding their children's daily milestones.

Education

Bachelor's in Communications

University of Michigan-Flint - Flint, MI
January 2019 to Present

Associate in Art

Charles Stewart Mott Community College - Flint, MI
May 2009 to January 2018

High school diploma

Mott Middle College High School - Flint, MI
September 2006 to June 2007

Skills

- Toddler Care (10+ years)
- Video Editing (5 years)
- Adobe Photoshop (6 years)
- Video Production (2 years)
- Graphic Design (6 years)
- Teaching (3 years)
- Microsoft Office (10+ years)
- Communications (3 years)
- Photography (2 years)
- Infant Care (10+ years)
- Childcare
- Active Listening Skills
- Customer Service (6 years)
- Computer Literacy (10+ years)
- Conflict management
- Adobe Premiere
- Social Media Management
- Web Design
- Adobe Dreamweaver
- Google Docs
- Typing
- Records management
- Windows
- Writing skills
- Microsoft Teams (Less than 1 year)
- Leadership
- Creative writing
- Data collection
- Adobe After Effects
- WordPress
- Adobe Illustrator
- Time management
- Mac OS
- Public relations
- Restaurant experience
- Human resources

Languages

- English - Fluent

Awards

Arlene Martin Kocsis Cosmetology Scholarship Endowment

April 2014

Arlene Martin Kocsis Cosmetology Scholarship Endowment awarded for maintaining a G.P.A. of 2.0.

Certifications and Licenses

CPR Certification

First Aid Certification

Assessments

Data Entry: Accuracy — Highly Proficient

October 2020

Entering data quickly and accurately

Full results: [Highly Proficient](#)

Customer Service — Familiar

October 2020

Identifying and resolving common customer issues

Full results: [Familiar](#)

Scheduling — Proficient

June 2018

Measures a candidate's ability to cross-reference agendas and itineraries avoid conflicts when create schedules.

Full results: [Proficient](#)

Filing & Organization — Highly Proficient

June 2018

Measures a candidate's ability to arrange and manage files or records using a set of rules.

Full results: [Highly Proficient](#)

Working with MS Word Documents (Basic) — Familiar

July 2019

Basic Word techniques, including the use of tools to format or edit text.

Full results: [Familiar](#)

Receptionist — Proficient

July 2019

Using basic scheduling, attention to detail, and organizational skills in an office setting.

Full results: [Proficient](#)

Early Childhood Development — Proficient

September 2020

Knowledge of the development of children ages 0-3 and of ways to foster that development

Full results: [Proficient](#)

Attention to Detail — Familiar

February 2020

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: [Familiar](#)

Building Relationships for Childcare Providers — Proficient

September 2020

Building positive and productive relationships with families of children ages 0-3

Full results: [Proficient](#)

Building relationships for childcare providers — Proficient

September 2020

Building positive and productive relationships with families of children ages 0-3

Full results: [Proficient](#)

Social media — Completed

July 2021

Knowledge of popular social media platforms, features, and functions

Full results: [Completed](#)

Graphic design — Familiar

July 2021

Using graphic design techniques and producing visual media to communicate concepts

Full results: [Familiar](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.