

# Deeddria Jones

Macon, GA 31206

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478-250-3851

Hi my name is Deeddria Jones i am looking for new work experience i am a very kind an easy to get along with. I'm a very quick learner so once you show me how to do one thing i promise you will never have to show me again....

Willing to relocate to: Cordele, GA - Albany, GA

Authorized to work in the US for any employer

## Work Experience

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### **Home Health Care Aide**

Pinegate - Macon, GA

March 2018 to Present

I go into the home and help with every day needs

### **Developmental Disabilities**

River Edge Behavioral Health Center - Macon, GA

September 2016 to Present

I go into homes an help with everyday needs and meds I also monitor there behavior.

### **Sever**

Crackebarel - Macon, GA

Present

Responsibilities

I greet guess an make sure the are comfortable bring drinks an take there order. Make sure there food is hot an that they are satisfied with there experience.

Accomplishments

I have received my first star in par one an i received a small raise.

### **Bus Monitor**

Bibb county bored of education - Macon, GA

Present

Responsibilities

On the bus with special need an regular kids making sure they stay seated an comfortable.... Making sure they font fall.

### **Receptionist**

Wagner staffing - Macon, GA

April 2018 to December 2018

Answer phone call, filing papers an filing job posting an position

## **Cashier/Sales Associate/Customer Service**

dollars general market - Macon, GA

September 2011 to September 2012

### **Responsibilities**

I ring up customers. Bag grocery and i also stock and clean restrooms,register, and counters

### **Accomplishments**

i received employees of the month once an receive a raise.

## **Education**

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### **Ged**

Central Georgia Technical College - Macon, GA

2011 to 2012

## **Skills**

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- suicide pervention (4 years)
- Front Desk
- Front Office (1 year)
- Reception
- Receptionist
- Microsoft Word
- Customer Service Skills
- Filing
- Microsoft
- Data Entry

## **Certifications and Licenses**

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### **CPR & First Aid**

September 2016 to September 2020

### **CPI**

September 2016 to September 2020

### **Fire Safety**

September 2016 to Present

## **Assessments**

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### **Customer Focus & Orientation — Proficient**

November 2019

Responding to customer situations with sensitivity.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/cdf45d2051ba2b5cd5b9bb2428700134eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/cdf45d2051ba2b5cd5b9bb2428700134eed53dc074545cb7)

### **Verbal Communication — Proficient**

October 2019

Speaking clearly, correctly, and concisely.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/83ed0224da568948700b1bb7d5e89abfeed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/83ed0224da568948700b1bb7d5e89abfeed53dc074545cb7)

### **Personality: Customer Service Fit — Proficient**

June 2019

Assesses personality traits that result in high-quality customer service.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/b51b3f17ad01af7be8ba80ea959ce97aeed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/b51b3f17ad01af7be8ba80ea959ce97aeed53dc074545cb7)

### **Customer Focus & Orientation — Highly Proficient**

February 2020

Responding to customer situations with sensitivity.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/dbe9a777bd6a568d0e426c1ef56c88e7eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/dbe9a777bd6a568d0e426c1ef56c88e7eed53dc074545cb7)

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

### **Additional Information**

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Im willing to relocate.