Jaionica Lowe

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Professional Summary

Sentence that tells a little about your background. Sentence that points out an accomplishment or highlight. Optional sentence that points out another highlight. Final sentence that tells the company what you will bring to them.

Skills & Abilities

Administrative competence, utilizing Microsoft Office. Management of documents with accuracy. Consistent in duty performance. Positive teamwork skills. Order fulfillment. Multi-line phone/ chat talent. Account management. Recordkeeping strengths. Customer engagement. Relationship building.

Experience

Position, Military Branch, Various Locations

Start Date to End Date/Current

Office assistant/recruiting manager – Healing & Refuge Center January 2019- April 2021

- Direct administrative assistant to CEO/founder
- Communicated with other staff members on behalf of CEO in order to relay updates and messages
- Assisted in facilitation of women's therapy groups
- Performed duty of "greeter" at healing therapy events
- Performed office duties such as creating hard copy packets and filing client paperwork
- Interviewed potential employees/overseed staff.

Front Desk Receptionist, Regent Retirement Living, Wichita, KS May 2022/August 2022

- Greeted visitors and residents, ensuring sign-in and sign-out of facility
- Conducted office work to include filing and accounts payable and receivable for residents
- Reported all financial transactions and facility issues to office manager for resolution
- Developed sign-up rosters and registered residents interested in participating in monthly activities and events
- Took telephonic orders for residents if they were unable to attend meals in dining facility ensuring their daily meals
- Fashioned resource books for incoming residents in order to make them aware of in-house and local attractions

Personal Nanny, Multiple Families, Various Locations

May 2021/February 2023

- Provided basic care needs of children in household, to include changing of diapers and feeding them
- Interacted with children via a variety of age appropriate activities for educational and entertainment purposes
- Conducted additional craft activities with children to exercise their creativity skills
- Provided daily report of activities to parents for situational awareness purposes

Afternoon Teacher, Sunrise Christian Academy, Wichita, KS January 2020-May 2021

- give the children their snacks and drink
- play educational games
- read them books
- change their diapers
- do daily classroom chores before i leave
- talk to parents about how the day went

Team Member, Wendy's , Park City, Ks July 2019-January 2020

- helped prepare food and made sure it was correct in the bag
- cashier at the front, counted money
- swept and mopped floors
- washed the dishes
- greeted everyone who came in
- took orders through drive thru

Education

Wichita State University, Wichita, KS, Not done Sunrise Christian Academy, Bel Aire, Ks, High-School Diploma 3.0 GPA -highschool 2019-2006-2019

Awards

softball manager award Church beauty pageant winner

Certifications/Licenses

CPR and First Aid