

CASSAUNDR A M. JONES-WEBB

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OBJECTIVE:

Currently a Real Estate Agent and looking for a Real Estate Sales Consultant position. I have strong organizational skills as well as great communication skills.

SUMMARY OF QUALIFICATIONS:

§ Trained Office professional, Texas certified paraprofessional since 1996, majored in Business Administration

• Other Occupations: Receptionist/ Secretary 1997-1998 @ LISD, Records Manager/ Supervisor 1996-1997 @ Diboll

Correctional Center. 03/2001-09/2001 Memorial Medical Center, Lufkin , TX, X-ray Records Clerk § Data Entry§

Filing, answering multi-line phones § Assisting doctors with information § Compiling reports weekly and monthly

§ Filing, heavy computer operations, and data entry

WORK OF EXPERIENCE:

Real Estate Agent/FYI Realty 04/2015-Current, Houston & Surrounding areas

JWs Place Soulfood & BBQ- Owner/Operator

10/2020-04/2023

Chef, Operator, and entertainment coordinator, catering, events coordinator etc.

01/2011 - 4/2015

J. Williams Staffing, Houston, Tx.

Sales Assistant

Compile weekly and monthly reports for community

§ Prepare contracts for sales of new homes

§ Answer multi-line phones, computer work, light data entry

03/2008 -07/29/2009

Mercedes Homes Inc.

Houston , TX

Sales Assistant

§ Compile weekly and monthly reports for community

§ Prepare contracts for sales of new homes

§ Answer multi-line phones, computer work, light data entry

09/2001-06/2006

JW's Place

Lufkin /Humble, TX

Owner/Operator

§ Manager/ supervisor

§ Bookkeeper, cashier, cook

§ Human resource

10/2000-03/2001

DH Investments Corp.

Lufkin , TX

Secretary/ Clerical Worker

§ Answering multi-line phones

1EDUCATION

1993-1996 Angelina College, Lufkin , TX, TREC Licence Real Estate Agent Champion School of Real Estate