

DENEEN C. JONES

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EDUCATION

Montgomery County Community College, Blue Bell, PA

Credits Completed: 64

Franklin Learning Center, Philadelphia, PA

Diploma Received

WORK EXPERIENCE

Intent2Help Virtual Assistant Agency, Clementon, NJ

May 2022 – Present

Owner/Virtual Assistant

- Perform all administrative, communication, management and organizational services for time constraint individuals, entrepreneurs, businesses and non profit organizations
- Set up and manage Facebook, Instagram, Twitter, LinkedIn, Youtube, websites, google forms for surveys, Calendly, Wave and Google business
- Create graphics (including audio and video), posts, reels and stories for social media
- Create, schedule and/or distribute mass emails and text messages
- Create invoices, menus, job quotes and applications
- Manage and schedule calendars (events, appointments, etc..)
- Data entry
- Compile Life insurance reports
- Create QR codes & short links
- Customer service via chat, email and phone
- Create and distribute e-newsletters
- For a more extensive list visit my website (www.intent2help.com)

Box & Barter LLC, Greenwich Twp, NJ

October 2021 – June 2022

Administrative Manager

- Perform all administrative duties, such as answering the phone, text messages and emails
- Bookkeeping
- Creating quotes, confirmations and bill of lading for customers
- Creating listings on eBay for sale
- Consult appointment scheduling
- Move scheduling and file organizing
- Creating Administrative paperwork creation (i.e. HR forms, CRM, Daily Operation Forms)
- Procedural/regulatory policy creation and implementation
- Online-store cataloging, item listing, and promotion
- Marketing on Social to generate potential clients and employees
- Responding to customer Yelp messages and Google Voice calls

Self Employed at Kingdom Arts Family Training Center LLC, Philadelphia, Pa

February 2020 – Present

Co-Owner/Dance Instructor and Personal Trainer

- Perform all administrative duties, such as bookkeeping, monitoring and purchasing equipment, record keeping
- Create and manage marketing via Facebook, Instagram, Twitter & Youtube
- Plan and implement dance and fitness training for virtual learning for students ages 8 and over

Self Employed at Kingdom Seeds Child Care, Philadelphia, PA

September 1999 – December 2020

Owner/Operator/Childcare Provider

- Perform all administrative duties for my business, such as bookkeeping, monitoring and purchasing supplies, record keeping and marketing
- Plan and implement developmental programs, based on observation of individual children
- Provide care for up to 6 children, ages 4 weeks to age 5
- Observe and record children's growth, behavior and development, and discuss with parents
- Supervise children's play, making sure of their physical safety at all times.
- Help children with daily routines such as toileting, dressing, eating and sleeping
- Guide children's behavior and social development
- Prepare and distribute breakfast, afternoon snack and lunch
- Maintain a safe, clean, appealing and loving home environment
- Perform simple first aid in emergencies
- Maintain and send daily records of children's individual activities, behaviors, meals and naps

Higher Ground Church International “Kingdom Arts Academy”, Roxborough, PA.

Artistic Dance Director/ Dance Instructor

October 2008 – March 14, 2020

- Develop and implement dance programs
- Choreograph new dances or rewriting existing ones
- Instruct children and adults in ballet, tap, Afro modern and Hip Hop
- Schedule instructors and classes
- Processing of new registration requests and getting future customers linked up with the instructors for the classes they want to take.
- Tracking of the financial details which include; taking payments and keeping track of what's coming in and what's going out
- Keeping records of our customers and staff
- Marketing and advertising
- Resolve conflicts that may arise from staff and/or customers
- Customer service skills on the phone, via social media or in person

Option One Mortgage, Fort. Washington, Pa

June 1996 – August 1999

Administrative Assistant

- Served as primary receptionist for loan officers.
- Provided administrative assistance to commercial, consumer and branch loan officers
- Obtained information related to the consumer loan origination process including: Ordered appraisals, environmental reports, credit reports, RESPA documents, preliminary title reports, customer identification verifications, UCC Searches, insurance information, flood certificates and various other items.

BCM Engineers, Plymouth Meeting, PA

December 1991 - May 1996

Accounts Recievable Specialist

- Processed incoming mail concerning billing and invoicing
- Communicated with clients about billing discrepancies and questions
- Engaged management over any AR problems
- Initiated collections on past-due accounts

Hay Group, Inc, Philadelphia, PA

January 1989 – August 1991

Accounts Recievable Specialist

- Posted daily deposits
- Handled all special billing situations
- Clerical tasks related to maintaining the accounts receivable records
- Processed and monitored incoming payments
- Secured revenue by verifying and posting receipts

SKILLS

- Program and Leadership Development
- Strategic Team Building and Event Planning
- Community Outreach and Social Networking
- Early Childhood Education
- Dance and Fitness

Computer Proficiencies

- Microsoft: Word, Excel, PowerPoint
- Apple: iMovie, Pages, Numbers, Ical
- Google: Drive, Docs, Sheets, Forms, Slides, Mail, Calendar, Map
- Wix, Squarespace & Bluehost websites
- Facebook, Instagram, Twitter, LinkedIn, Youtube
- Canva, Vimeo
- Asana
- Toggl Timer
- CapCut
- Postplanner and Facebook Meta Business
- Textedly
- Benchmarkemail and ConvertKit
- Stripe