

JELENA M. JONES
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SUMMARY

Goal-oriented professional skilled in managing accounts, analyzing customer needs, coordinating administrative functions and achieving successful follow-up in various industries including chemical, food service, and drilling fluids. Strong communication, project management and computer skills.

PROFESSIONAL EXPERIENCE

M-I.L.L.C.

2001 - PRESENT

Executive Assistant – Executive Staff

Responsible for providing administrative support to the Senior Vice President-General Counsel as well as working closely with all departments reporting to VP-GC including Legal, Risk Management, and Facilities.

- Develop daily and monthly calendars and advisement of appointments and scheduled assignment delivery dates.
- Ensure prompt payment for outside counsel firms by processing invoices for entire Legal Staff and General Counsel.
- Manage consolidation of all documents and information pertaining to acquisitions.
- Arrange travel and all other administrative tasks including serving as liaison between all clients and VP-GC.

Executive Secretary – Career Development and Training

Responsible for coordinating and managing all administrative functions of the Career Development and Training Department.

- Provided complete administrative support to Director of Career Development & Training and supported a staff of 13.
- Managed training website and training database with updates, additions, and modifications for classes and students.
- Arranged travel for department including securing passports and proper visas for international travel.
- Processed accounts payable using Oracle including entering invoices, journal entries, and running monthly reports.

ICE CREAM PARTNERS USA

1996-2001

Account Manager – Häagen-Dazs Division, Texas, April 1999-January 2001

Prepared and conducted business reviews for convenience store accounts and food service accounts. Identified new distribution avenues and obtained volume objectives. Coordinated and operated food shows and special events.

- Generated new impulse and food service accounts; increased volume by 15%.
- Managed freezer placement program for impulse account increasing customer sales by 50%.
- Coordinated 1999 and 2000 Southwest Food Service Expo that produced 160+ leads.

Route Settlement Coordinator, 1997-1999

Provided accounts receivable reconciliation for 30 routes.

- Processed daily invoices of cash and credit sales.
- Maintained daily cash transactions including collecting, reconciling and depositing of receivables, ensuring accuracy and timeliness.
- Trained and supervised office support personnel.

Administrative Assistant, 1996-1997

Provided administrative support to Texas sales team of 10 managers and 35 route sales associates.

- Created sales presentations, distributed promotional sheets, and maintained employee files.
- Communicated with internal distributors and customers regarding orders and service issues, consistently providing highest level of customer service.

TRI-CONSTRUCTION COMPANY, INC.

1993-1996

Accounting Assistant

- Managed hourly payroll for 85 employees, handled accounts receivable and accounts payable.
- Maintained equipment maintenance program.
- Created and distributed monthly newsletter to employees.

EDUCATION

B.S. in Technology - minor in Training & Development
University of Houston

A.A.S. - Business, Brazosport College

PROFESSIONAL TRAINING

Writing Advantage Workshop
Win-Win Negotiation Workshop
Presentation Advantage Workshop
Selling Skills Training
Professional Development for Women
Management Skills for Support Staff