

Melvina K. Jones

OBJECTIVE: Position as a Receptionist

EDUCATION: Bachelor of Science in Criminal Justice and Criminology

Bachelor of Science in Psychology

Arizona State University, Glendale, Arizona

August 2008

GPA: 3.22; Deans List 3 years; Directors list: 3 years

Maroon & Gold Scholar; Arizona State University

INTERNSHIP: Arizona Department of Juvenile Corrections

January 2011

Day and Evening Support Center, Phoenix AZ

- Helped tutored in math and writing and also coached them about life and decision making.

PROFESSIONAL HISTORY

Student Ambassador, TRiO Student Support Services

January 2009

Arizona State University, Glendale, Arizona

- Plan and coordinate program activities for students
- Collaborate with other departments
- Participants in reactivation and information sessions
- Contact students for activities
- Record keeping and data entry
- Answer telephone, screen and direct calls, and take messages
- Greet students and staff entering the TRiO SSS suite

Cashier, Bookstore

August 2008

Arizona State University, Glendale, Arizona

- Ensure each customer receives outstanding service by providing a friendly environment
- Maintained an awareness of all promotions and advertisements
- Accurately and efficiently maintained all cash and media at the register
- Maintained orderly appearance of register area and stocked supplies
- Performed others duties assigned by the manger

COMMUNITY INVOLVEMENT

- Clothing Drive for Big Brother Big Sister of Central Arizona
- Canned food drive for St. Mary's Food Bank
- Bras for a cause

November 2011

October 2011

LEADERSHIP EXPERIENCE

- **Fall Leadership Conference**
- **President, Team TRiO**

August 2011

August 2010