



Lacolya Jones

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Phone 2563075750

Address 137 S Goodman Road

Location Alabama AL United States

Work Experience

Lakeshore Hospital | Dadeville AL United States

Clerk

Apr.2017 - Aug.2021

My duties as a hospital clerk: arranging appointments, forms, and information, keeping meticulous records and files, and also possessing the ability to convey ideas effectively.

Tallapoosa County Board of Education | Dadeville AL United States

Sep.2021 - Dec.2022

My job with the Tallapoosa County Board of Education was as a substitute teacher for Dadeville Elementary and Dadeville High School, where I maintained classroom order in the absence of the designated instructor. The job requires the substitute teachers to maintain order in the classroom, swiftly understand instructional plans, and write reports to share students' progress with the student's regular instructor.

Education

University of Phoenix | Phoenix AZ United States

Health Administration , Bachelor of Science

Aug.2020 - Present

I am pursuing a degree in Health Care Administration. Upon completion, I would like to work as an Administrative manager of a healthcare facility (Nursing home, doctor's office, or hospital).

Languages



SUMMARY

I have solid abilities in both oral and written expression. I have a particular focus on accuracy. I also possess a knack for switching between tasks with ease.

I can reliably and accurately carry out routine procedures. I am experienced in working with little to no oversight.

- Hardworking College Student seeking employment.
- Adept in various social media platforms and office technology * programs.
- Bringing forth a motivated attitude and a variety of powerful skills.
- Bringing forth the ability to synthesize quantitative information and interact effectively with colleagues and clients.
- A strong leader who works well under pressure and with other medical professionals.