

**Cristy Jones**  
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**Objective:**

My objectives are currently being met.

**Work Experience:**

|                          |  |              |
|--------------------------|--|--------------|
| Jan 2009<br>To present   | <b>Mathematics and Statistics @ EKU</b><br>Administrative Assistant I  | Richmond, KY |
|                          | Day to day running of the department, budgets, hiring, contracts, student workers, administrative duties as required by the department and the university as a whole.  |              |
|                          | <b>Pay Rate:</b> \$11.20 / hr  |              |
| Sept 2006<br>to Jan 2009 | <b>Mathematics and Statistics @ EKU</b><br>Student worker  | Richmond, KY |
|                          | Placed through Education Pays Program. Performing tasks as required by the staff and faculty of the department.  |              |
|                          | <b>Pay Rate:</b> \$6.00 / hr<br><b>Reason for leaving:</b> Promoted  |              |
| Jan 2006<br>to Aug 2008  | <b>Education Pays Center @ EKU</b><br>Student  | Richmond, KY |
|                          | Class work, assisting other students, work for Grace Now! and Health Now! Clinic.  |              |
|                          | <b>Pay Rate:</b> \$5.15 / hr<br><b>Reason for leaving:</b> Promoted  |              |
| Feb 2005<br>to Aug 2005  | <b>Kentucky River Foothills</b><br>HC/T3 Aide  | Berea, KY    |
|                          | Performed a variety of duties. Including, but not limited to personal care, homecare, cleaning, cooking, escorting, delivering hot meals, etc. This position also required keeping accurate, neat, and detailed records. |              |
|                          | <b>Pay Rate:</b> \$6.12 / hr   |              |

**Reason for leaving:** Relocated

Sept 2004  
to Feb 2005

**Modern Dry Cleaners**  
Press Operator

Richmond, KY

Pressed linens and shirts

**Pay Rate:** \$7.00 / hr

**Reason for leaving:** Position had opened in the Berea, KY office for Kentucky River Foothills.

June 2004  
to Sept 2004

**McCready Manor**  
Support Service

Richmond, KY

Support service: Duties include, but are not limited to med reminders, meal reminders, shower assists, 2 hr. checks, answering the main phone, directing calls and taking messages, keeping detailed notes in our communications book logging events of the shift.

**Pay Rate:** \$6.50 / hr

**Reason for leaving:** Required to always work nights, weekends, and all holidays.

March 2004  
to July 2004

**Modern Dry Cleaners**  
Press Operator

Richmond, KY

Pressed linens and shirts .

**Pay Rate:** \$7.00 / hr

**Reason for leaving:** Hours were cut back to 12-15 weekly, due to business slowing.

Sept. 2002  
to March 2004

**Kentucky River Foothills**  
HC/T3 AIDE

Winchester, KY

Performed a variety of duties. Including, but not limited to personal care, homecare, cleaning, cooking, escorting, delivering hot meals, etc. This position

also required keeping accurate, neat, and detailed records.

**Pay Rate:** \$6.64 / hr

**Reason for leaving:** Hours were 25 per week and the work related driving was appx. 350 miles each week. Also, was waiting for a transfer to the Berea, KY office.

Sept. 1996  
to Sept. 2002

**Volunteer**

Served on the Area Policy Council.  
President of the Richmond Head Start Parent Committee.  
Volunteered at *Grace Now!*  
Helped needy families find community resources

June 1994  
to Feb. 1996

**Dr. Charles Moehs**  
Caregiver

Sacketts Harbor, NY

Provided homecare to Dr. Moehs's mother and uncle.

**Pay Rate:** \$250 / weekly

**Reason for leaving:** Relocation

**Skills:**

Excellent communication skills, both verbally and written. Skilled at report writing and record keeping. Reliable, hard working and adaptable to most situations. People are generally very comfortable working with and around me.  
HIPPA compliant. Completed several trainings related to the health care field.

**Education:**

H.S. Diploma  
Currently enrolled at Eastern Kentucky University  
\*\*\*pursuing a B.S. in Computer Science (Technology option)

\*\*\*and an A.A.S. in Technology (Computer Electronics)  
Delta Epsilon Academic Honor Society  
Upsilon Pi Epsilon