
Lillian Jones

Muncie, IN

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Experience

Indiana Tech University

Writing Center Tutor • Fort Wayne, IN

09/2022 - 11/2024

- Assisted students with organization and getting started with their papers
- Stayed alert to ensure that students who didn't make appointments still received the care they needed
- Came up with ideas to improve the Writing Center and the general atmosphere so the students served felt more welcome

Pete's Bar and Grill

Waitress, Hostess, and Busser • Albany, IN

01/2023 - 05/2024

- Answered the phone and took orders while maintaining adequate customer service on the floor
- Seated people according to a specific rotation of waitresses
- Washed dishes and closed down the station promptly at the end of the night

Subway

Assistant Manager • New Haven, IN

01/2023 - 04/2024

- Handled in-line customers in a polite, courteous, and efficient manner
- Ensured all customers were greeted with a warm, friendly smile
- Ensured that the crew finished closing duties and that all materials needed for the next day had been prepped according to the correct procedure

Royerton Elementary School

Latchkey Aide • Muncie, IN

06/2021 - 11/2023

- Monitored the children for emotional and behavioral problems
- Monitored and reported to the school the health and safety of the children
- Cleaned at the end of the day and ensured the environment was up to and above standards

McDonald's

Crew Member • Muncie, IN

03/2023 - 05/2023

- Greeted each customer with a kind and polite demeanor while taking orders
- Made drinks promptly according to a timer
- Handled money and ensured a smooth experience for the customer

Journeys

Sales Associate • Muncie, IN

05/2022 - 08/2022

- Organized products in the back to make sales easier
- Made sales on the floor and helped people find the product they wanted in the right size
- Spoke with customers in a polite and professional manner about any questions they may have had while also maintaining a clean and healthy environment

Skills

Customer service, Communication skills, Computer literacy, Time management

Education

Delta High School

• Muncie, IN

05/2022

Scholastic Silver Key award in the Novel category of the Scholastic Art and Writing Awards for the 2019-2020 award year.