


MADELYNE JONES

B.S. in Economics and English

- Graduate of Middle Tennessee State University with a Bachelor's of Science in Economics and English.
- Pursuing a Master's of Accountancy degree to further develop skills in business development and administration.
- Proven success in customer service, administration, and creative problem solving with a meticulous focus on organization and detail.
- In search of challenging professional opportunities in pursuit of an extraordinary career.

 **MADLYNESJONES@GMAIL.COM**

 **(615) 517-4533**

WORK EXPERIENCE

**BECKY ROSE
DESIGN
SEPT 2023-
PRESENT**

BUSINESS ASSISTANT

Assists in financial and administrative duties including invoicing, bill pay, coordinating with trade professionals, and data entry. Works in various software such as Quickbooks Online, Houzz Pro, and Microsoft Office Suite/Google Suite. Manages orders from sourcing and submitting POs to progress tracking and ensuring order delivery. Creates client proposals, presentations, budgets, and compiles design documentation. Assists at job site visits including installs, contractor meetings, and client meetings.

**COLTS
CHOCOLATES
MAY 2022-
SEPT 2023**

OFFICE MANAGER

Managed administrative responsibilities including all AR and AP, record organization, bookkeeping, and customer service. Worked across various programs such as Quickbooks Desktop, BigCommerce, and sales and vendor platforms. Created creative sales materials and comprehensive training materials/SOPs, closed large bulk sales, and managed all wholesale accounts. Assisted in business development efforts from social media to product design. Coordinated with team members to ensure satisfactory order fulfillment for all customers (including creation of new order management system).

**COLTS
CHOCOLATES
JAN 2022-
MAY 2022**

INTERN

Assisted in updating and maintaining records in Quickbooks, maintained paperwork and filing duties, supported supervisors in packaging products and shipping orders, and aided customers with friendly customer service.

**MTSU
WALKER
LIBRARY
FEB 2020-
DEC 2021**

CURRICULUM STUDENT ASSISTANT

Assisted patrons with any questions or concerns, supported supervisors in various cataloging duties, and ensured bookstacks were properly organized.

**TROPICAL
SMOOTHIE
CAFE
JULY 2018-
AUG 2019**

SHIFT LEADER

Delivered exceptional customer service, executed orders accurately and quickly, ensured safety and efficiency in prepwork, and led coworkers in completing their responsibilities.

EDUCATION

Middle Tennessee State University
B.S. in Economics and English
(Aug. 2019 - May 2022)
Magna Cum Laude | Dean's List 2019-2022

CERTIFICATIONS & AWARDS

Quickbooks Certified ProAdvisor
NACPB Certified Bookkeeper
Gusto Payroll Certified
TN DECA Start-Up Business Plan Winner, 2018