

Lance M. Jones

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Objective

Seeking a challenging position utilizing my Office Coordinating abilities, and an extensive fund of human relations knowledge.

Qualifications

*** Appalachian Geophysical Services/ Permitting Department, Killbuck, OH *Present** *Permit Coordinator*

- Direct complex permitting projects from concept to fully operational status.
 - Assess teamwork, flexibility, adaptability, coordinating skills and common values and goals of potential company clientele.
 - Communicate regularly with client management to address ongoing strategies and concerns.
 - Set up desktop tools, field reports and program status updates to ensure the successful implementation of company's largest permitting projects using **Microsoft Office 2007**.
 - Create organizational charts and diagrams using **Microsoft Office 2007**.
 - Create company permitting charts expressing our effectiveness on each particular program.
 - Compile company statistics and data under requirements of the Program Director.
 - Communicate with our clientele, management, field agents, and crew on a regular basis.
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***Akron Public School District/ Akron Board of Education, Akron, OH** *Substitute Teacher/ Kindergarten through 12th Grade*

2009 - 2011

- Facilitate classroom orientation for Akron Public School District students for 2010 and 2011 school years.
- Confer with each individual school Principle to determine the objectives and discipline guidelines for the day.
- Counsel students on defining daily and weekly related goals and objectives.
- Formulate, write, and implement new lesson plans and power point presentations.
- Summarize daily classroom evaluations and disciplinary reports for the assigned teacher.
- Apply knowledge of basic school subjects to all students and age groups.

Miller Party Rental Center, Akron, OH
Driver/ Driver Helper

2004-2009

- Directed the loading and unloading of company products on and off of delivery trucks.
 - Communicated with clientele and management coordinating delivery routes.
 - Directed the construction of company products ranging from full scale tents to tables and chairs.
 - Created and maintained a driver's log and route sheet detailing the events of the delivery route
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Education

West Holmes High School
Graduated (**H.S. Diploma**) – Major- English

2000-2003

Kent State University
Graduated (Bachelors of Arts-History & Geography)

2003-2008

Notre Dame College of Ohio (**Graduate Teaching Program**)

2009-

**References Furnished Upon Request*