

ALEXIS JONES

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EDUCATION

2012 - 2016 • **University of Louisiana at Monroe**

Bachelors of Science in Biology

Concentration in Evolution and Ecology

2021 • **The Walls Project - Future's Fund Coding Bootcamp**

CERTIFICATIONS

Adobe Photoshop

Effective Business Writing

Google Ads Display & Search

Interpersonal Communication

EXPERIENCE

2019 - **Habitat for Humanity of Greater Baton Rouge**

Current *Homebuyer Selection Coordinator*

- Develops and executes all aspects of the Homeownership Application process while complying with FHA guidelines
- Recruits new applicants through community outreach
- Participates in the interviewing, hiring, and training of new Family Service staff members, program participants, and volunteer committee members
- Reviews and updates program policies as necessary

Homebuyer Support Coordinator

- Supports a diverse group of clients in the homeownership program by communicating and documenting schedules, written and verbal updates, program policies, warnings, and required documents
- Plans, coordinates, and secures donations for quarterly celebrations and educational events
- Drafts copy for newsletters, pamphlets, brochures, bulletin boards, and invitations
- Leverages Salesforce to maintain client and donor records
- Secured over 15k in donations and grants by building and maintaining relationships with local area businesses and individuals
- Little Free Library Steward

2015 - **The Houston Zoo**

2019 *Chimpanzee Coordinator*

- Interviewed, trained, and evaluated performance of caretakers, interns, and volunteers
- Managed a group of 16 chimpanzees and their daily husbandry according to USDA and AZA guidelines
- Drafted standard operating procedures and training plans for daily operations

Primate Keeper I

- Developed and planned multiple fundraising and educational events, raising over \$1500 for conservation organizations
- Implemented usage of Microsoft OneDrive to improve departmental communications

Primate Keeper Intern

- Assisted researchers in collecting fecal and behavioral data for the WelfareTrak study conducted by the Chicago Zoological Society

Collegiate Conservation Program Intern

- Participated in stakeholder analysis, grant writing, and public presentations

2013 - **American Eagle Outfitters**

2016 *Stock/Cashier Lead*

- Supervised 8+ employees at a time during overnight product roll-outs
- Planned and executed product displays and inventory according to company policy

Merch Lead

- Won a company-wide event that provided strategic insight on increasing in-store traffic

Retail Associate

- Won over 15 in-store contests by leveraging sales and customer service skills