

DANIEL B. JONES

3007 BELL ST.

NEW ORLEANS, LA 70119

BRAXTONBRAXTON@GMAIL.COM

601-562-5773 (NOT TIL FRIDAY)



EDUCATION

Louisiana State University in Baton Rouge, LA • 2000

- Bachelor's in International Business

Transworld Schools in San Francisco, CA • 2003

- ESL Teaching Certification

EXPERIENCE

- Night Manager at LSU Faculty Club in Baton Rouge, LA • 1998
- Sales Associate at Gap in Baton Rouge, LA • 1999
- Cashier/Sandwich Maker at McAlister's Deli in Baton Rouge, LA • 2000
- Waiter/Host at Remoulade in New Orleans, LA • 2001
- Office Assistant at King Co. Public Health in Seattle, WA • 2001-2002
- Underwriting Assistant at West Coast Life in San Francisco, CA • 2002-2003
- Policy Analyst at Workers' Comp. Insurance Rating Bureau in San Francisco, CA • 2003-2005
- English (ESL) Teacher at English Unlimited in Moscow, Russia • 2005-2008
- ESL Teacher and Placement Coordinator at Intrax in San Francisco, CA • 2008-2009
- ESL Teacher at Education First in San Francisco, CA • 2009-2010

SKILLS

- Conversational Russian
- Strong MS Office skills (2003 and 2007)
- Cash-handling experience
- Strong interpersonal and communication skills
- Handled responsibility of opening and closing several businesses alone
- Proven skill of making sales and upselling products and services
- Demonstrated ability to work with people from all over the world

**References and recommendations provided upon request.*

