

**Marqus Jones Jr.**  
457 Apple Street  
White House, GA 754893  
(815) 555-1444 [Mjones@compweb.com](mailto:Mjones@compweb.com)

---

## PROFESSIONAL SUMMARY

Accomplished and results oriented professional with over 10 years of management experience. A proven ability to work under pressure with attention to detail and meeting critical deadlines.

## WORK EXPERIENCE

**Assistant Manager** **2013– Present**  
**Great County Savings Bank and Trust Company** **Great County, Illinois**

- Started as a Phone Representative in the Customer Service Department
- Supervises all phone representatives
- Responsible for training new and incumbent employees
- Manages a \$200,000+ budget
- Writing a procedure manual to coordinate 200 phone representatives throughout all offices of the bank

**Phone Representative** **2012-2013**  
**ABC Plastics** **Great County, Illinois**

- Assigned to Customer Service Department
- Assisted callers to resolve all phone inquiries
- Wrote and submitted all orders
- Tracked orders en route to customer's designated address

## EDUCATION

Leadership Training Program, Great County Savings Bank and Trust Company  
AAS, Business Management, Great County Junior College, Great County, IL June 2012  
High School Diploma - Jackson High School, White House, GA May 1999