



# KELLY JONES

GUARD SECURITY 📍 MOUNT VERNON, 10553, UNITED STATES 📞 914-619-7844

## ◦ DETAILS ◦

280 Garden Ave  
Mount Vernon, 10553  
United States  
914-619-7844

[iamkellyjones@gmail.com](mailto:iamkellyjones@gmail.com)

Date / Place of birth  
1981-12-01  
Mount Vernon, NY

Nationality  
American

Driving license  
Full

## 👤 PROFILE

I am an NYS Licensed Security Guard, looking to bring my skills to an organization that will allow me the opportunity to utilize my skills

## 📁 EMPLOYMENT HISTORY

**Guest Services Associate at Target, Mount Vernon, NY**  
September 2008 — October 2010

I worked at the customer service desk handling customer inquiries, merchandise exchanges and returns, helping customers find what they needed in store and ensuring they had a pleasant shopping experience.

**Office Administrator at New Life Fellowship Church, Mount Vernon, NY**  
September 2006 — October 2015

I was the administrator for a non-profit organization, handling the day to day office tasks, receiving and returning telephone calls, bookkeeping and interacting with clients

**Security Guard at G4S, Westchester**  
January 2016 — December 2016

I was an overnight security guard for a pharmaceutical company, responsible for securing the building and regulating the flow of personnel entering and exiting the premises

**Personal Trainer at 24 Hour Fitness, Pelham**  
January 2017 — March 2020

I helped clients reach their fitness goals

## 🎓 EDUCATION

**Diploma, Mount Vernon High School, Mount Vernon, NY**  
September 1995 — June 1999

**Business Administration , Five Towns College, Dix Hills, NY**  
September 1999 — June 2001