

Cody Jones

Payroll Analyst

Junction City, KS 66441

me@codyjones.org

+1 931 529 3968

Solution-driven Web Developer adept at finding unique solutions to complex problems that clients offer forward. Proven experience handling multiple client inquiries.

Authorized to work in the US for any employer

Work Experience

Web Designer

Free Lance - Junction City, KS

March 2010 to Present

Solution-driven Web Developer adept at finding unique solutions to complex problems that clients offer forward. Proven experience handling multiple client inquiries.

Payroll Analyst

Balance Staffing

August 2020 to May 2022

Research and process payroll in a timely manner for over 50 different clients in multiple states including Texas, Colorado, Illinois, and California. Combined, I process in the range of 400-500 employees weekly.

Sales Manager

Metro by T-Mobile - San Angelo, TX

October 2019 to August 2020

I have directed the sales team and brought my store from the lower 10% of all stores in the US to the top 10% in the US in the few months since I've been manager.

Usher

Cinemark - San Angelo, TX

December 2018 to October 2019

Cleaning the theater and maintaining good customer relations.

Cashier

Murphys USA - Sparta, TN

April 2013 to July 2013

38583

My responsibilities were to clean everything, help customers with problems, organize and restock merchandise, take inventory of cigarettes nightly, and close down at the end of my shift.

Education

High School Diploma in Business

White County High School - Sparta, TN

2010

Skills

- Wordpress (4 years)
- Writing (4 years)
- Photoshop (3 years)
- Microsoft (5 years)
- HTML (7 years)
- CSS (6 years)
- Sales Experience (10+ years)
- Sales Management (1 year)
- Web Design (10+ years)
- Search Engine Optimization (SEO)
- JavaScript
- Google Analytics
- Git
- Research
- Social listening
- Social media management
- Analytics
- Web development
- Leadership
- Typing
- Windows
- User Interface (UI)
- Google Suite (3 years)
- Payroll
- Pivot tables
- Workday
- HRIS
- Kronos
- Employment & labor law
- Communication skills
- Training & development

Links

<http://codyjones.org>

Certifications and Licenses

Food Handler Certification

Assessments

Marketing — Highly Proficient

July 2020

Understanding a target audience and how to best communicate with them

Full results: [Highly Proficient](#)

Social Media — Highly Proficient

July 2020

Creating content, communicating online, and building a brand's reputation.

Full results: [Highly Proficient](#)

Sales skills — Proficient

October 2019

Persuading reluctant customers to buy products or services, and influencing and negotiating with customers to meet sales goals.

Full results: [Proficient](#)

Social media — Highly Proficient

March 2022

Knowledge of popular social media platforms, features, and functions

Full results: [Highly Proficient](#)

Basic computer skills — Expert

July 2020

Performing basic computer operations, navigating a Windows OS, and troubleshooting common computer problems.

Full results: [Expert](#)

Management & leadership skills: Impact & influence — Proficient

July 2020

Choosing the most effective strategy to inspire and influence others to meet business objectives.

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

Former owner and maintainer of a large online community that has taught me how to lead and delegate tasks to other admins. The community had hosted 5,000 members and was growing at a steady speed when I stepped down from the role.