

Lela A. Jones

Flower Mound, Texas 75028

972.832.0258

Lelajones.com

LelaJones34@gmail.com

Linkedin.com/in/lelajones

Employment Experience:

FM Short Group Management

Leasing Consultant

May 2021 – Present

- Sell apartment leases to prospective clients to maintain 98%+ occupancy
- Address maintenance requests with residents and maintenance staff
- Excellent customer service / plan resident events to improve lease renewal rate

Elmstone Group Property Management

IT Consultant

Jun 2018 – Apr 2021

- Troubleshooted network, telephone, software related issues remotely with “Log Me In”
- Set up apartment office kiosks for prospects to submit applications, applicants to sign apartment leases, and current residents to submit maintenance requests

Leasing Consultant

Aug 2014 – Apr 2016

- Sold apartment leases to prospective clients to maintain 100% occupancy
- Addressed maintenance requests with residents and maintenance staff
- Excellent customer service / planned resident events to improve lease renewal rate

Mio Nonno Trattoria

Server

June 2019 – May 2021

- Utilized extensive knowledge of food and drink options to serve guests at a high-end Italian restaurant in Victory Park
 - Consistently among the top 3 servers in highest sales
-

Technical Skills and Languages:

- C / C++, JavaScript, React.js, CSS, HTML, Java, Python, Git, Bash, Networks, Photoshop, Adobe XD, Front-end Web Development and Design, Agile Methodology, Interaction Design
-

Development Projects:

- Created a basic portfolio website, lelajones.com, using HTML and CSS.
 - Contributed to the employee portal website for Elmstone Group using WordPress, <https://www.elmstonegroup.com>, by adding a “New Hire” page and keeping the information up to date though property sales and purchases.
 - Worked on a 10-person team to implement an ABET Accreditation System for the UNT College of Engineering. I worked mostly frontend and assisted in backend integration using react.js, node.js, C#, HTML, and CSS.
 - Worked on a 4-person team to implement an imitation of bash using C. Our program implemented a command line interpreter, built-in system calls ('exit', 'cd', and 'path'), and extended the shell with I/O redirection and pipelining.
-

Education and Training:

- University of North Texas, Denton, TX – B.S. in Computer Science, Fall 2021
 - Dean's List - Spring 2020
-

References Available Upon Request