



ASHLEY BROOKE JONES

CONTACT

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500 Pennsylvania Ave,
Savannah, Ga 31404

SKILLS

- Microsoft Offices
- Photoshop
- Canon DSLR T6i
- Elementary Education
- Classroom management
- Verbal and written communication
- Adaptable
- Strong Communication
- Creative & Professional

EDUCATION

Bachelor of Arts in English/Public Comm
Georgia Southern University
2016-2018

Associate of Arts in Film
Georgia Perimeter College
2012-2014

GFA Certification
Georgia Film Academy
2018

PROFILE

To pursue a career in Education, where I can share my knowledge in the Fine Arts. My degrees allow me to give elementary students the ability to grow their minds in either English or Film Studies.

WORK EXPERIENCE

Substitute Teacher

ESS

2016- Present

- Maintained day-to-day classroom management and discipline to promote learning initiatives.
- Worked with a diverse group of students who had learning and developmental disabilities, as well as emotional and behavioral disorders and autism.
- Interacted with people of various backgrounds, ages, ethnicities, and religious beliefs.
- I'd have to keep detailed records of student progress, attendance, and assignments in the absence of the teacher.
- Completed attendance, grade, and other required documentation.
- Was in charge of the lunchroom and recess activities.
- Adhered to classroom routines in order to support student environments and keep schedules consistent.
- Followed classroom plans left by the class teacher to continue student education and reinforce core concepts.

Teacher Assistant

JEA - Jewish Educational Alliance

2020-2021

- Created lesson materials, visuals, and digital presentations to supplement lesson plans.
- Worked closely with the classroom teacher on a daily basis to ensure that activities ran smoothly.
- Was in charge of monitoring, enforcing rules, and assisting the lead teacher in the classroom and common areas.
- I'm in charge of creating the content for the children's lessons.
- Interacted with people of various backgrounds, ages, ethnicities, and religious beliefs.

Costumes PA

Panhandle, Visit Savannah, Marvel, HBO, Lifetime

2019-2022

- Assisted the shoppers with returns.
- Categorized the costumes department incoming and outgoing.
- Assisted the Costume Designers' duties.
- Assisted the designer by shopping and doing returns.
- Transferring costumes and props to the Costume Houses.
- Working with Incoming and Outgoing orders.
- Answering calls.
- Assisting with the Background Actors in fittings

Testing Assistant

Georgia Perimeter College

2012-2014

- Scheduling appts, filing, making schedule sheets, Faxing/Scanning, answering calls, and securing appts.