

# Treasure Jones

Atlanta, GA 30308

tjones133@student.gsu.edu - (470)767-3148

Authorized to work in the US for any employer

## WORK EXPERIENCE

Furkids Doraville Cat Shelter - Atlanta, GA - May 2013 to Present

Provided time and care for sheltered cats

- Gave people opportunity to adopt

Atlanta Community Food Bank - November 2014 to November 2014

November 2014

- Organized and stocked school materials
- Provided teachers free school supplies for their classrooms

## EDUCATION

### **Bachelor of Arts in English**

Georgia State University - Atlanta, GA

2013 to 2017

## ADDITIONAL INFORMATION

### Skills

- Microsoft Word, Excel, PowerPoint, Adobe Photoshop
- Ability to write creatively and clearly

### Relative Classes Taken

- Business Writing
- Practical Grammar
- History, Theory, and Practice of Argumentative Writing
- Contemporary Fiction Craft