



OK JONES

Artist. Humanitarian. Interior Designer.

CONTACT

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📍 Houston, TX

EDUCATION

Houston Community College
Associate of Applied Sciences -
Interior Design
2024 - Present

Houston Community College
Associate of Arts - Studio Arts
2022 - 2024

Paul Mitchell the School
Licensed Cosmetologist
2021 - 2022

SKILLS

- Management Skills
- Creativity
- Efficient Multitasker
- 20 Years Customer Service
- Critical Thinking
- Cooperative Leadership

SOFTWARE

- Autocad
- Sketchup
- Revit

ABOUT ME

I am a community minded student pursuing an Associates Degree in interior design. I am an artist and humanitarian who has experience working with diverse groups of people and have a love for curating spaces that people feel like they can belong to. I have the ability to make people feel safe, seen, and heard through years of customer service experience. I am pursuing a career in interior design to develop accessible housing and community spaces for marginalized people and spaces that cultivate environments for creatives and other community members.

EXPERIENCE

Front Desk and Office Assistant 2022 – 2023

Ashley Mitchell Salon and Spa

- Welcomed guests and patrons in a friendly and welcoming manner.
- Booked and scheduled patrons and handled reservations and appointments.
- Maintained client records for booking and financials.

Sailor 2014 - 2021

United States Navy

- Performed miscellaneous fire fighter duties.
- Maintained ship equipment for sailor safety.
- Demonstrated knowledge and safety protocols as welder.
- Executed office administrative duties for division

Server 2012- 2014

Asian Experience

- Recorded orders and served customer service requests with high standards.
- Mindful of sanitation and food handling protocols.
- Assisted with food preparation.
- Committed member to ensure customer satisfaction.