

## Denise-Bonnette Jones, Ph.D., MBA

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### EDUCATION:

**Nova Southeastern University -** Fort Lauderdale, FL  
Master of Business Administration 8/2009  
Specialization: Entrepreneurship

**Lynn University–** Boca Raton, FL  
Doctor of Philosophy, 8/2001  
Major: Educational Leadership with a Global Perspective

**ST. Thomas University –** Miami, FL  
Master of Science, 5/1997  
Major: Guidance and Counseling

**Florida A & M University** Tallahassee, FL  
Bachelor of Science, 8/1992  
Major: Business Economics Certificate: Human Resources Management

### PROFESSIONAL

#### Program Development & Delivery

- ACCOMPLISHMENTS:**
- \* Designed, developed, and implemented structure into a Day Treatment Mental Health Program
  - \* Established the foundation for the TRUST/Mental Health program (middle school).
  - \* Delivered the Guidance Counseling curriculum
  - \* Acquainted and guided students through classroom curriculum
  - \* Administered a Drug Prevention curriculum
  - \* Authored and implemented a study regimen entitled “There is No Such Thing as “NO HOMEWORK: Think, Say, and Act as such”
  - \* Administered exams
  - \* Instructed Lower Development (LD) classes (HML Sr. H.S.)
  - \* Consulted: educational, career, life-management

#### Academic, Career, & College Advisement

- \* Created and modified student schedules
- \* Assessed, maintained, and managed student records
- \* Administered and interpreted test material
- \* Leveled course loads
- \* Coordinated and facilitated parent-student-teacher conferences
- \* Directed students throughout the college and graduate admissions processes
- \* Drafted college recommendations & assisted students with their construction of college essays
- \* Instructed students regarding financial aid options
- \* Assisted students with the task of identifying and declaring the most appropriate, “right-fit” college site and undergraduate and graduate majors

#### Psychosocial Guidance

- \* Coordinated, delivered, and facilitated intensive individual & group mental health, career, and family counseling and activities
- \* Addressed and processed various Emotional and Behavioral issues utilizing therapeutic strategies
- \* Supervised Peer Mediation sessions
- \* Delivered individual and group counseling on mental health issues focusing on self-esteem, divorce, challenging bereavement, drug & alcohol awareness, prevention, behavioral modification, academic success, and other life issues.
- \* Established and maintained client psychosocial records
- \* Processed Progress Notes

- \* Encouraged and developed communicative, time management, decision-making, creative objectives and goals
- \* Assisted students throughout various “choice” processes
- \* Maintained an advisory position in the lives of graduated student

**Managerial/Business**

- \* Managed area receiving, stock, and distribution activities, and provided timely production reports on plant operations.
- \* Staffed and managed the garment preparation, finishing, and route building areas
- \* Calculated sales growth, new business, negative dollar returns, industrial garment, and completeness report percentages
- \* Calculated labor and supply costs, and tracked service costs
- \* Supervised associate training
- \* Drafted quarterly reviews
- \* Staffed and managed replenishment drivers, which served various Distribution Areas
- \* Calculated production percentages and team performance records
- \* Received, accounted, processed, and inventoried stock
- \* Monitored associate training
- \* Assessed and drafted associate coaching and evaluations
- \* Executed the initial stages of hiring and firing
- \* Performed several additional, standard managerial functions
- \* Organized & managed corporate office (internship)
- \* Assisted with the rewrite of EyeMail business and financial plans

**OCCUPATIONAL HISTORY:**

EyeMail, Inc. Internship <u>Manager- Intern</u>	06/08 - 10/08	
Miami Northwestern Senior High School <u>Guidance Counselor</u>	08/07 - 06/08	
Miami Carol City Adult and Community Education Center <u>Adult Guidance Counselor</u> Miami, FL	06/06 - 07/07	
American Adult and Community Education Center <u>Test Chair and Head Adult Guidance Counselor</u> Miami, FL	10/03 - 05/06	(PT →FT)
Dr. Michael M. Krop High School Miami, FL <u>Guidance Counselor</u>	08/98 - 12/05	
Herbert A. Ammons Middle School Kendall, FL <u>TRUST Specialist</u> (Drug Prevention and Mental Health)	08/97 - 06/98	
James E. Scott Community Agency (JESCA) Miami, FL Mental Health Division <u>Mental Health Therapist</u>	06/97 - 08/97	
Miami-Dade County Public School Miami, FL <u>Substitute Teacher</u>	03/95 - 05/97	
National Linen Service West Palm Beach, FL <u>Garment Manager</u>	05/94 - 01/95	
Wal-Mart Distribution Center Brooksville, FL <u>Area Manager</u>	02/93 - 03/94	