

Tonia Minor

Administrative Assistant at Contractors Asphalt Paving LLC

minor_tonia@yahoo.com

Summary

I am the business owner of Minor Resume Solutions. This means I have the opportunity to be as flexible as my clients need me to be. In addition, I have the satisfaction of helping them acquire that interview they've been trying so hard for through my resume development. I develop attractive and position focused resumes for those who are in search for a career that will change their lives for the better. I also offer customer service throughout the resume writing process.

Experience

Administrative Assistant at Contractors Asphalt Paving LLC

September 2015 - Present (1 month)

Preparation of professional proposals for sales people and standard clerical work, such as answering phones, taking messages and filing. Detail oriented, self motivated, organized, and dependable. MS office (Outlook, Word, Excel, PowerPoint). Strong phone communication skills. Able to respond to changing priorities while continuing to maintain attention to details. Type various documents including bids, correspondence, and reports. Filing and maintenance of the office filing system. Handling incoming/outgoing mail and stamping and posting each day. Maintain subcontractors' insurance certificates file. Maintain inventory of office supplies and ordering such as required. Ensure all office machines are in working order. Maintain business license list/business license applications. Create job folders, directions and entering jobs in the job book. Post jobs to bid on job calendar whiteboard and send a digital reminder to estimators. Assisting estimators with the preparation of bid information for upcoming projects. Run errands as required. Knowledge of creating diagrams/photo editing. Other assignments as required. Type 60 WPM.

Business Owner at Minor Resume Solutions

August 2015 - Present (2 months)

Develop resumes for job seekers: Meet with clients to understand how to tailor the resume best suited for their needs and requests, discuss employment position and goals, create appropriate template for resume, design a resume that will attract employers for that specific career choice, customer service in the event they have questions, modification requests, or tips for interviewing.

Independent Business Owner at Minor Resume Solutions

August 2015 - Present (2 months)

I have the satisfaction of helping them acquire that interview they've been trying so hard for through my resume development. I develop attractive and position focused resumes for those who are in search for a

career that will change their lives for the better. I also offer customer service throughout the resume writing process.

Administrative Director at Imperial Senior Suites

April 2015 - August 2015 (5 months)

Greet families and potential tenants; data reconciliation; process forms for accuracy and completeness; use company laptop for word processing; email; and file management; create flyers for company events; operates office equipment; perform research and data gathering activities; answer multi-line telephone; receive and deliver mail; assist in developing and revising procedures, practices, and forms; provide administrative support; and receive, record, process rent payments, and utilize One Site software, track incoming rent/fee payments.

Youth Specialist at Oakland County Children's Village

September 2013 - February 2015 (1 year 6 months)

Ensure safety of boys and girls within each assigned building. Log positive and negative behaviors daily. Monitor each residents' duties. Encourage and enforce scheduled events (i.e. school, outdoor time, etc.).

Front Desk Administrator at Auburn Hills Police & Fire Department

October 2012 - September 2013 (1 year)

Address walk-in civil and criminal reports. Direct citizens to appropriate departments. Filing, update paperwork, and light telephone reception.

Courses

Bachelor of Science, Criminal Justice/Law Enforcement Administration

University of Phoenix

Teamwork, Collaboration, and Conflict Resolution	SOC/110
Introduction to Effective Written Communication	COMM/105
Essentials of College Writing	COMM/215
Foundations of Criminal Justice	CJA/303
Contemporary Issues in Criminal Justice	CJA/313
Criminology	CJA/323
Policing Theory and Practice	CJA/333
Criminal Law	CJA/343
Criminal Procedure	CJA/353
Interpersonal Communication	CJA/363
Criminal Court Systems	CJA/373
Institutional and Community Corrections	CJA/383
Criminal Organizations	CJA/393
Juvenile Justice Systems and Processes	CJA/403

Research Methods in Criminal Justice	CJA/433
Organizational Behavior and Management	CJA/443
Criminal Justice Administration	CJA/453
Criminal Justice Policy Analysis	CJA/463
Futures of Criminal Justice	CJA/483
Psychology of Personality	PSY/250

Projects

Awards and Certifications

June 1999 to Present

Members: Tonia Minor

Michigan Commission on Law Enforcement Standards: Passed reading and written MCOLES test - B Band. University of Phoenix Student Ambassadors - Two Certificates of Appreciation for volunteer work, community outreach, and membership drives. U.S. Department of Homeland Security (FEMA) - Completion of C.B.R.N.E. certification from Center for Domestic Preparedness. Owen Elementary School Family - Certificate of Appreciation for parent involvement and volunteer work within the school. Michigan State University Extension - Certificate of Recognition for completing the Parenting and Strong Families course. Michigan State University Extension - Certificate of Recognition for completing the Food and Nutrition course.

Organizations

Mason [South] PTA

Volunteer

Understanding the opportunities within the school, district, and community are important to me for the success of my middle school son. I am choosing to becoming a part of my son's growth, success, and chance to become his dream. Acknowledging the work that goes into being my son's first teacher and involving myself in the learning process is important. What better way to show my support than to always make sure I'm on the same page as my son and offer my help where ever possible. The PTA gives me the support of other parents and a heads up on what is going on. This means there's no room for naïve representations. My PTA membership also means that I can offer other parents a different perspective and support where desired.

University of Phoenix Student Ambassadors

Member

Involved in the research, development, and coordination of community outreach opportunities, alumni events, and school functions at various locations in metro detroit.

A.J. Stepanski Early Childhood Center PTA

Member

Understanding the opportunities within the school, district, and community are important to me for the success of my pre-k son. I am choosing to becoming a part of my son's growth, success, and chance to

become his dream. Acknowledging the work that goes into being my son's first teacher and involving myself in the learning process is important. What better way to show my support than to always make sure I'm on the same page as my son and offer my help where ever possible. The PTA gives me the support of other parents and a heads up on what is going on. This means there's no room for naïve representations. My PTA membership also means that I can offer other parents a different perspective and support where desired.

Skills & Expertise

Clerical Skills

General Administrative Duties

Telephone Reception

Organizational Structure

Data Entry

Filing

Report Writing

Participant Observation

Non-profit Volunteer

Customer Service

Type 60 WPM

Payroll Services

Conflict Resolution

Account Reconciliation

Quality Auditing

Computer Proficiency

Community Outreach

Fundraising

Leadership

Multi-line Phone

Policy

Receptionist Duties

Typing

Microsoft Word

Microsoft Excel

Time Management

Microsoft Office

Public Speaking

Security

Criminal Justice

Event Planning

Research

Invoicing

Team Leadership

Supervisory Skills

Problem Solving

PowerPoint

Education

University of Phoenix

Bachelor of Science, Criminal Justice/Law Enforcement Administration, 2008 - 2012

Grade: 3.23

Activities and Societies: Through my proven dedication to the Student Alumni, I was assigned to fulfill a Mentor Liason position for Student Ambassadors by the president of the Student Ambassador organization.

1 recommendation available upon request

Waterford Mott High School

General Education, Core Studies: Math, Social Studies, Science, and Lsnguage Arts, 1990 - 1994

Honors and Awards

University of Phoenix Student Council - Certificate of Appreciation for volunteer work community outreach and membership drives. U.S. Department of Homeland Security (FEMA) - Completion of C.B.R.N.E. certification from Center for Domestic Preparedness. Owen Elementary School Family - Certificate of Appreciation for parent involvement and volunteer work within the school. Michigan State University Extension - Certificate of Recognition for completing the Parenting and Strong Families course. Michigan State University Extension - Certificate of Recognition for completing the Food and Nutrition course.

Interests

Reading, working out, traveling, museums, festivals, hiking, and the company of close friends and relatives.

Honors and Awards

Assistant for Alumni Events at University of Phoenix

La'Nelle Jones, Former University of Phoenix Student Ambassador President

July 2012

Received various volunteer awards for devoting time, knowledge, and awareness to student ambassadors, to University of Phoenix students/alumni, and toward event set up.

Certifications

C.B.R.N.E.

U.S. Department of Homeland Security (FEMA) License NA October 2011

MCOLES (written test)

State of Michigan License NA November 2012

CPR

American Red Cross License NA September 2014 to September 2016

Languages

English

(Full professional proficiency)

Volunteer Experience

Front Desk Administrator at Auburn Hills Police & Fire Department

September 2012 - Present (3 years 1 month)

I assist in finding solutions for citizens who approach me with a civil, traffic, or criminal issue. I find resources to resolve negative actions against a citizen. I communicate with citizens appropriately to aid in alleviating emotional situations. I direct citizens to dispatchers or the records bureau for accident reports, to retrieve police officer assistance, to obtain personal belongings, for gun registrations, etc.

Event Planner at The Serenity Club

March 2011 - Present (4 years 7 months)

I assist in the smooth function of the drug and alcohol counseling facility. I ensure all building codes are adhered to. I ensure that all activities and functions are monitored for appropriate use and acceptable behaviors. I ensure the occupants do not exceed fire code regulations. I organize parties, stock, budget, and scheduling of events. In addition, I utilize the feedback from our anonymous comment box to apply a better use of our facility and the needs of our struggling and recovering patrons.

Secretary at Stepanski E.C.C. Policy Committee

September 2012 - Present (3 years 1 month)

I take notes during the policy committee meetings. I am a part of the quorum that facilitates the voting allowance for the group who attends the meetings. I help in offering parents special attention in their requests to improve education, curriculum, safety standards, and resources for families in need.

Tonia Minor

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1 person has recommended Tonia

"Tonia Golfin was passionate about her education and will bring significant skills and knowledge to any organization. She is a proven performer and attained the ability to coach and work with fellow students that created a stronger bond within her work group. She will continue to be a positive leader within any academic setting and will encourage her team members to accept ownership and accountability. There is nothing more critical to her role as a student leader than desire, commitment of heart, mind, and soul."

— **Chuck Pappas**, *Retired Lieutenant, Troy, Michigan Police Department*, taught Tonia at University of Phoenix

[Contact Tonia on LinkedIn](#)