

Tonia Minor

Administrative Assistant at Contractors Asphalt Paving LLC

minor_tonia@yahoo.com

Summary

short

Experience

Administrative Assistant at Contractors Asphalt Paving LLC

September 2015 - Present (1 month)

1

Business Owner at Minor Resume Solutions

August 2015 - Present (2 months)

2

Independent Business Owner at Minor Resume Solutions

August 2015 - Present (2 months)

3

Administrative Director at Imperial Senior Suites

April 2015 - August 2015 (5 months)

4

Youth Specialist at Oakland County Children's Village

September 2013 - February 2015 (1 year 6 months)

5

Front Desk Administrator at Auburn Hills Police & Fire Department

October 2012 - September 2013 (1 year)

6

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

7

Organizations

Mason [South] PTA

Volunteer

8

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 Liaison 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 Language 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 an 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.

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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](#)