**Debra Nicole Wilson**

30 Second Street, Norwich, CT 06360

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| **Objective** | To obtain an office position utilizing my clerical and interpersonal skills. |
| **Experience** | Pipefitter/Administrative Assistant  January 2004 - February 2009 Electric Boat, Groton, CT  ▪          Assembled and installed a variety of pipes, tubes, and fittings.  ▪          Secured pipes to structures with brackets, clamps, hangers and use of hand and power tools.  ▪          Followed blueprints. |
|  | Administrative Assistant  January 2004 - February 2009 Electric Boat, Groton, CT  ▪          Organized data, files, and schedules.  ▪          Managed office correspondence.  ▪          Used Microsoft Excel, WordPerfect 6.1, Microsoft Word, and PowerPoint.  ▪          Can type 50 wpm |
|  | Security Officer  July 2003 - January 2004 Foxwoods Casino, Ledyard, CT  ▪          Preserved order and protected the property.  ▪          Patrolled premises, answered alarms and investigated disturbances.  ▪          Prepared reports.  ▪          Disseminated information. |
| **Volunteer Experience** | Youth Advisor  2003 - present NAACP, Norwich, CT  ▪          Assisted in coordinating youth activities.  ▪          Provided support and direction as needed.  ▪          Helped to maintain order.    Youth Secretary  2000-2003 NAACP, Norwich, CT  ▪          Typed minutes for meetings  ▪          Recorded for meetings/ documents  ▪          Copied all necessary material ( membership receipts, minutes, agenda, and monthly reminders)  ▪          Monthly phone calls to members for meetings and community appearances/ involvement.    Church Secretary  2007-present Emmanuel Church of God in Christ, Norwich, CT  ▪          Created and typed church programs weekly  ▪          Types minutes for Women’s meeting  ▪          Assist with yearly documents (Calendar, reports, and assessments)  ▪          Make weekly phone calls to others churches or church members.    Youth Coordinator  2007- present Emmanuel Church of God in Church, Norwich, CT  ▪          Coordinate Holiday Events ( Plays and programs)  ▪          Coordinate summer bible teachings ( Vacation Bible School, bible exerts)  ▪          Coordinate church outings ( picnics)  ▪          Personal Counselor ( Help with school, school work, and personal issues)  ▪          Providing transportation to and from church activities. |
| **Education** | Ella T. Grasso Vocational Technical School, Groton, CT  2003  ▪          Certification in Plumbing & Heating Installation  ▪          Award in Vica for Plumbing Demonstration/Speaking  ▪          Vice President & shop representative for 4 years |
| **Interests** | Computers, community involvement |
| Reference  **s** | Isaac Goodwater - 860-886-9397 - Pastor  Deborah Day Jeanty - 860 -449-0095 - Cleaning Supervisor  Gilbert Etienne.- 860 – 514-4250 - Blackjack dealer |

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| **Your Name** |
| Address, phone, fax, email |