**Debra Nicole Wilson**

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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   * Using & getting confidential documents * Data entry * ▪          Organized data, files, and schedules. * ▪          Managed office correspondence. * ▪          Used Microsoft Excel, WordPerfect 6.1, Microsoft Word, and PowerPoint, lotus notes, Microsoft Outlook * ▪          Can type 60 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 |