

From: santana3062@yahoo.com <jobs@washingtonpost.com>
Sent: Friday, July 17, 2015 7:29 PM
To: Church Office
Subject: Application submitted from Washington Post Jobs by Juan Santana for Buildings & Ground Supervisor - Status: Emailed
Attachments: JUAN resume (III) actual housekeeping.docx

The following application has been submitted from Washington Post Jobs

Candidate name: Juan Santana
Candidate email: santana3062@yahoo.com

Job title: Buildings & Ground Supervisor
Job link: <https://jobs.washingtonpost.com/job/36010482/buildings-and-ground-supervisor/>
Employer: St. Paul's Episcopal Church
Application date: 7/17/2015
Resume file: JUAN resume (III) actual housekeeping.docx

Other information:
Cover Letter : N/a

The Washington Post, 1150 15th St. NW, Washington, DC 20071

Juan Santana
412 Emerson Street NW
Washington, DC 20011
(202) 276-2914 cell
santana3062@yahoo.com

OBJECTIVE

Position in the hotel, catering, or building maintenance industry that will take advantage of my hospitality and management skills.

QUALIFICATIONS

- Customer service management
 - General supervisory skills
 - Room service management
 - Banquet catering

PROFESSIONAL EXPERIENCE

05/2014-presente **The Churchill Hotel, Washington DC**
Housekeeping Supervisor

- Assigns workers their duties and inspects work for conformance to prescribed standards of cleanliness.
 - Investigates complaints regarding housekeeping service and equipment, and takes corrective action.
 - Obtains list of rooms to be cleaned immediately and list of prospective check-outs or discharges to prepare work assignments.
 - Coordinates work activities among departments.
 - Conducts orientation training and in-service training to explain policies, work procedures, and to demonstrate use and maintenance of equipment.
 - Inventories stock to ensure adequate supplies.
 - Evaluates records to forecast department personnel requirements.
 - Makes recommendations to improve service and ensure more efficient operation.
 - Prepares reports concerning room occupancy, payroll, and department expenses.
 - Selects and purchases new furnishings.
 - Performs cleaning duties in cases of emergency or staff shortage.
 - Examines building to determine need for repairs or replacement of furniture or equipment, and makes recommendations to management.
 - Attends staff meetings to discuss company policies and patrons.
 - Issues supplies and equipment to workers.
 - Establishes standards and procedures for work of housekeeping staff.

- Advises manager, desk clerk, or admitting personnel of rooms ready for occupancy.
- Records data regarding work assignments, personnel actions, and time cards, and prepares periodic reports.
- Screens job applicants, hires new employees, and recommends promotions, transfers, and dismissals.

08/2012-04/2014 Metro Transit Authority - WMATA

Train Cleaning Supervisor (Night Shift)

- Supervises the interior and exterior cleaning of rail transit cars; determines workload, develops schedules and utilizes manpower to maintain required level of cleanliness.
- Requisitions supplies and establishes controls for material and equipment to prevent waste or loss.
- Inspects all electro-mechanical cleaning equipment to ensure serviceability.
- Coordinate cleaning activities with Inspection Supervisor.
- Supervises the testing and evaluation of new cleaning materials and equipment.
- Coordinates the scheduling of transit car cleaning with Maintenance Planning and Rail Operations as necessary,
- Evaluates complaints of employees and seeks resolution in accordance with established employee relations practices.
- Ensures established safety standards and rules are implemented.

03/2009-08/2012 University of Maryland

Supervisor (Day Shift)

- Responsible for directing and supervising the housekeeping staff and operations in a residence hall community housing in the range of 1000-1500 campus residents. Supervise a staff group ranging in size from 14 to 23 full-time housekeepers and lead housekeepers.
- Supervises and assists housekeeping staff in the performance of a wide range of housekeeping duties to include but not limited to floor maintenance, trash removal, and carpet/upholstery cleaning and disinfecting of restrooms/lockers rooms. Inspects building conditions to assess housekeeping requirements and identify specific maintenance deficiencies requiring follow-up. Investigates and resolves housekeeping related problems identified by building users and staff.
- Assists in the orientation and training of new, temporary, and existing housekeeping personnel. Demonstrates proper cleaning methods/procedures, safety requirements, dilution ratios, and proper use of cleaning products and equipment.

2002-2011

Brawner Company: Washington, DC

Crew Supervisor

- Responsible for managing all cleaning crews for this full-service real estate company with several downtown office buildings.

- Created and implemented first company-wide recycling program for all office buildings.
- Created and implemented storage system for office cleaning compounds so that the illiterate members of my work crews would not endanger themselves by mixing the wrong chemicals.
- Set up the first break rooms in each building for janitorial crews.

2006-2008 **Four Seasons Hotel: Washington, DC**
 Houseman

- Began as houseman.
- Created and implemented guest linen delivery service that significantly reduced hallway traffic by housekeeping staff.
- Also providing guest needs.

2003-2006 **Fairmont Hotel: Washington, DC**
 Houseman

Responsible for cleanliness of all public areas and deliveries to hotel guests.
 Worked part time on banquet crew.

2002-2003 **Mayflower Hotel: Washington, D.C.**
 Program & Management Analyst

Responsible for cleanliness of all public areas and deliveries to hotel guests.

2000-2001 **International Wholesaler: Washington, D.C.**
 Bookkeeper

Managed finances of grocery warehouse. Maintained accounts with all distributors, reviewed all invoices, handled follow-ups with vendors. Disbursed payments and handled all inquiries from individual store managers in reference to their orders.

EDUCATION

1983-1986 Catholic University Madre Maestra –Hotel Management & Food Service Diploma.

1979-1983 Liceo Plan Reforma – High School Diploma

References available upon request

From: Edward Morgan <okckdse@icloud.com>
Sent: Saturday, July 18, 2015 10:36 AM
To: Church Office
Subject: Edward Morgan has shared a file with you using Dropbox

Hi,

Here's a link to "Edward Morgan resume.docx" in my Dropbox:

<https://www.dropbox.com/s/b8jvaof96tfci4r/edward%20morgan%20resume.docx?dl=0>

Sent from my iPhone

Edward Morgan

3603 Stewart Rd
District heights Md 20747
Cell 3014555758
Email okckdse@icloud.com

SUMMARY I am seeking a full time position a position as a team-player in a people-oriented organization where I can maximize my customer-service experience in a challenging environment to achieve the corporate goals

WORK EXPERIENCE

- Golden Triangle
1020 19 st North West 20020
(202-293-9580)

- Maple Hill Lawn & Garden
P0box Forth Washington MD 20744
(301-704-5575)
05/1/2015 – 06/30/2015

SKILLS & ABILITIES

- **Team work skills:** I have developed teamwork and communication skills through my previous job working as an ambassador and landscaping.

- **Golden Triangle** 09/10/2014 – 4/10/2015
 - Cleaning Ambassador
 - Pulling trashing from public cans
 - Pick up trash
 - Wipe trash can clean
 - Provide public safety
 - Customer service
 - Event Setup
 - Ice/snow removal
 - ATLV
 - Dispatch

- **Maple Hill Lawn & Garden** 05/1/2015-06/30/2015

Landscape architect
Moving Lawns
Edging
Trimming
Leaf removal
Tree rem

REFERENCES

1)Jason Norton

Teacher

Baber instructor

(202-391-4111)

2)Precious Garbla

(202-903-9343)

From: davjdmck9@gmail.com <jobs@washingtonpost.com>
Sent: Saturday, July 18, 2015 11:01 PM
To: Church Office
Subject: Application submitted from Washington Post Jobs by davjd mac for Buildings & Ground Supervisor - Status: Emailed
Attachments: David Mack CL.docx

The following application has been submitted from Washington Post Jobs

Candidate name: davjd mac
Candidate email: davjdmck9@gmail.com

Job title: Buildings & Ground Supervisor
Job link: <https://jobs.washingtonpost.com/job/36010482/buildings-and-ground-supervisor/>
Employer: St. Paul's Episcopal Church
Application date: 7/18/2015
Resume file: David Mack CL.docx

Other information:
Cover Letter : n/a

The Washington Post, 1150 15th St. NW, Washington, DC 20071

June 14, 2014

Dear Hiring Manager:

In response to your opening, Code Enforcement Officer with The Town of Seat Pleasant.

Attached is a copy of my resume for your review. I believe that my experience of more than 25 years in building maintenance industry and ten years in security makes me a strong candidate for the concerned position.

I had a myriad of responsibilities to oversee the operation, administration and maintenance of all the divisions under the public works/ code enforcement and had developed policies and procedures, monitoring the maintenance staff workloads and making repairs in the facility. Through this experience and education, I have established and maintained effective working relationships with the City Councils, governmental and regulatory officials, staff, private and community organizations, developers, contractors and others encountered in the course of work.

If you feel there is a mutual interest, I welcome the opportunity to meet with you to learn more about your organization, the requirements of the position, and how my qualifications would be a good fit.

Thank you in advance for your time and consideration of my candidacy. I look forward to hearing from you soon.

Sincerely,

David C. Mack

From: curtisgross41@gmail.com <jobs@washingtonpost.com>
Sent: Sunday, July 19, 2015 11:19 AM
To: Church Office
Subject: Application submitted from Washington Post Jobs by CURTIS GROSS for Buildings & Ground Supervisor - Status: Emailed
Attachments: CURTIS-GROSS 01-05-15.rtf

The following application has been submitted from Washington Post Jobs

Candidate name: CURTIS GROSS
Candidate email: curtisgross41@gmail.com

Job title: Buildings & Ground Supervisor
Job link: <https://jobs.washingtonpost.com/job/36010482/buildings-and-ground-supervisor/>
Employer: St. Paul's Episcopal Church
Application date: 7/19/2015
Resume file: CURTIS-GROSS 01-05-15.rtf

Other information:

Cover Letter : CURTIS GROSS
Curtis Gross 2425 Alabama ave se #103 - Washington, DC 20020
app+39cjp0ljjk.2qucms19bi.98c277ab8e0df7cd56333341ad9951d2@proxymail.facebook.com - 2026783921

WORK EXPERIENCE

SPECIAL POLICE OFFICER

BUTLER - Halethorpe, MD - August 2013 to June 2014

Responsibilities

Post checks walk around emergency response

Accomplishments

Great customer service. Stay in touch with the tenants Stay at there service

Skills Used

Stay with in duty and police guide's. A special police officer is a very good officer when he or she stay with in reasonable limits of doing there job and preforming there sworn duty. Anyone can be a special police officer, but it takes a discipline and well trained person to be acknowledge as a very good well know officer. This is my years of experience has do for me. My training and experience follows me were ever I go and agency I work for. OFFICER CURTIS GROSS.

EDUCATION

HOWARD D WOODSON - Washington, DC

1983 to 1986

SKILLS

Baton, Cpr, Handcuffs,Taser,.38 Caliber Handgun,OC Spray

The Washington Post, 1150 15th St. NW, Washington, DC 20071

□Curtis Gross 2425 Alabama ave se Washington dc 20020 apt#103 Work experience:
83-95District Of Columbia Government Janitoral/Custodial (Duties preformed:public
schools,inspection station,as well as government office building's. 97-2000 District Of Columbia
Government Housing Authority Security Officer.2001-2005Special Police Officer for Branch
Security(Unarmed)2005-2007Metro 1 Loss Prevention 3000 Connecticut ave NW Washington
DC 20036.2007-2010St.Moritz Loss Prevention Security7777Lessburge Pike Falls Church
VA22043.Unarmed Special Police Officer.2010-2012Smith Information Security 8115 Fenton st
Silverspring MD 20910(Armed Special Police Officer.Butler Security 3609 Annapolis Rd
Halethorpe MD 21227 Armed Special Police Officer.E-Mail
curtisgross65@yahoo.com,cell#202/749-6200,Home 202/678-3921 Reference's Larry
Richardson#202-374-2387,Major Fink 443-773-0148,LT:Eric Shaw From Branch Security
703-812-6309

From: adb4@yahoo.com <jobs@washingtonpost.com>
Sent: Monday, July 20, 2015 11:04 PM
To: Church Office
Subject: Application submitted from Washington Post Jobs by Anthony Nash for Buildings & Ground Supervisor - Status: Emailed
Attachments: Anthony Nash Resume 2014.docx

The following application has been submitted from Washington Post Jobs

Candidate name: Anthony Nash
Candidate email: adb4@yahoo.com

Job title: Buildings & Ground Supervisor
Job link: <https://jobs.washingtonpost.com/job/36010482/buildings-and-ground-supervisor/>
Employer: St. Paul's Episcopal Church
Application date: 7/20/2015
Resume file: Anthony Nash Resume 2014.docx

Other information:
Cover Letter : Anthony Nash
1834 Newton St NE
Washington, DC 20018

July 20, 2015

Dear Future Employer:

This letter was written to inform and respond to the job opportunity your company's presenting. The requirements and my skills are a perfect match.

As you'll see on my enclosed resume, I have the educational background, professional experience, and track record for which you are searching. In addition, I am motivated and enthusiastic, and would appreciate the opportunity to contribute to your firm's success.

I can promise that meeting with me will not be a waste of your time—and I will make myself available at your convenience, during or outside of normal business hours.

Sincerely,
Anthony Nash
Enclosure

The Washington Post, 1150 15th St. NW, Washington, DC 20071

ANTHONY NASH

1834 Newton ST NE, Washington, DC 20018 • Home: (202) 367-3606 • Cell: (202) 367-3606
• ADBN4@Yahoo.com

Professional Summary

Installation and Support Technician well-versed in installations, troubleshooting equipment, and network problems.
Able to accurately diagnose and repair technical issues to ensure optimum network usage and quality.
Strong desire
to advance in career and enjoys opportunities to assume increased responsibility.

Skills

Cable/wire line installation expert	Excellent communication skills
Troubleshooting	Motivated team player
OSHA 300 standards	Exceptional multi-tasker
Forklift operation certification	Motivated self-starter
	Fast learner

Work History

Meter Technician, 02/2015 to Current

Pepco/ Scope

Install, test, and maintain meters, meter cans, run power lines from inside to outside of the house.

Systems Technician, 10/2011 to 4/2014

Verizon – Crystal City, VA

Installed, operated, maintained, modified and repaired Verizon products and services, digital/analog carrier systems, private line and special circuits, trunking equipment, fiber optics systems, alarm systems, test equipment.
Used a variety of equipment to identify, isolate and analyze faults in units and components.
Interacted with customers via telephone, email, and in person.
Performed line and station installation and maintenance work.
Programmed and troubleshoot devices following installation.
Completed logs and reports according to established policies and procedures.

Safety Crew Lead, 06/2010 to 09/2011

Interlect Corporation /WMATA – Washington, DC

Trained work crew on operational performance of tools, equipment, work platforms, racks and components.

Trained and directed installers on placement, mounting of hangers and fiber optic cables.

Ensured that the running of the cabling was done in accordance to manufactures specifications.

Entered tunnels to prepare for installations.

Interpreted layouts and station plans during installations.

Installed, terminated and tested CAT 5,6 and RF cables.

Positioned and terminated cables, wires and strapping.

Engineer, 06/2007 to 06/2008

Tishmanspeyer Properties – Washington, DC

Monitored and maintained HVAC, plumbing, and electrical systems.

Completed electrical repairs and water treatment/testing.

Ordered parts and other engineering supplies.

Operated building automation systems and inspected buildings, grounds, and equipment for unsafe or malfunctioning conditions.

Provided high level support by resolving inquiries by phone, e-mail/web, in a manner and time frame consistent

with service levels and goals.

Maintained detailed documentation through logging of work orders for internal use.

Maintenance Tech, 08/2005 to 05/2007

Communication Unlimited – Washington, DC

Installed/terminated Cat 5,6 and fiber cables in commercial and residential areas.

Monitored and maintained service lines.

Supervised small department of technicians and scheduled technicians' routes daily.

Programmed, calibrated and troubleshoot devices following installation.

Electrician Apprentice, 09/2004 to 06/2005

MC Dean – Chantilly, VA

Installed electrician hardware/equipment on residential and commercial construction projects.

Assisted journeymen and master electricians.

Electrical/Mechanical Trainee, 06/2002 to 06/2004

WMATA – Washington, DC

Technical skills and training program for electrical/mechanic entry level maintenance crafts.

Courses taken during the program: Principles of motors & relays; Primary & Aux power distribution; Semi

conductive device; Lighting systems; Comm. and Misc. electrical systems; Mechanical system;

Digital logic;
Propulsion; Friction brakes.

Service Technician, 05/1997 to 03/2002
District Cablevision – Washington, DC

Performed underground and aerial construction duties associated with a CATV operation.
Assisted in the installation of all rigid/semi-rigid coaxial cable; installation of all vaults, pedestals, boxes or equipment used to house CATV equipment.
Assisted in designing minor plant extensions or modifications.
Maintained system levels as specified in system operating instructions.
Calculated amplifier output, set and replaced distribution and line extender amplifiers.
Installed, terminate tested, and identified IBM Type I cable and telephone lines.
Assisted in the pulling and placement of Cat 5,6 cables and installed racks and termination points for the cables.

Warehouse Worker, 06/1992 to Current
Local 639 Teamsters Union – Washington, DC

Installed and deconstructed trade show exhibits.
Moved freight, stock and other materials to and from storage and production areas and loading docks.
Adhered to all requirements and regulations.
Cleaned and maintained the warehouse in compliance with OSHA safety standards.
Operated forklifts and other heavy machinery safely.
Recorded numbers of units handled and moved using daily production sheets and work tickets.

Education

1992-1993, May 1993
Delaware State College - Dover, DE

1993-1994, May 1994
Montgomery College - Takoma Park, MD

From: Lomami Malima Wakwaswaga <malomami@yahoo.com>
Sent: Tuesday, July 21, 2015 8:13 AM
To: Church Office
Attachments: Resume1904.txt

Dear Sir or Madam:

Please accept this letter and enclosed resume as an application for the position as advertised on your website.

I am a skilled professional with intensive experience in the retail industry as the a Stock supervisor for 7 years. During the past twelve years, I have held diverse and progressively responsible position in the development for nonprofit service organizations, universities, and manufacturing. I feel that my expertise may be utilized to better advantage by your organization.

Thank you in advance for your generous consideration.I may be reached at my cell phone number indicate above should you desire to contact me. I would be happy to make myself available for a personal interview at your convenience.

Sincerely,

Malima Lomamie

Resume1904

Malima Lomami
Lorton,va
319-330-1904

OBJECTIVE

To obtain a position in your Company that will commensurate with my experiences and capabilities and need to be challenged

EDUCATION

High school diploma, Msaada Institute ,1997

Bachelor Degree in French , ISP,2002

Nursing Aid certificate, Guilford Technical Community College, 2010

Second year Student (Mathematics), University of Iowa, 2013-2014

WORK EXPERIENCE

Machine Operator, IAC, 2010-2015

Stocker,Games , 2005-2010

United Nations interpreter,2000-2005

Voice of Refugees fundraiser committee member ,(osier Refugee Camp)2002-2007

SKILLS

Very good in operating machine for packaging foods

Extensive Microsoft word, PowerPoint

Good oral and written communication skills

Fluent in written spoken, English, Portuguese and French

Personal characteristics include being highly organized, able to take a multi-task approach to the workday, self-motivated, tactful, and discreet

Lorraine Nue

4/21

5 pages

From: Priscilla Cole <pcolesiah@yahoo.com>
Sent: Tuesday, July 21, 2015 2:59 PM
To: Church Office
Subject: Cemetery Manager
Attachments: Detail Resume.doc; Recommendation Letter 1.doc; P Transcript.pdf; PRISCILLA COLLINS REFERENCE.docx; cover ltr.docx

Hello Sir/Madam:

My name is Priscilla Collins. I would like to express my interest in the Cemetery Manager position. Attached to this email is my Resume, Cover letter, College transcript and Recommendation letter. If my qualifications match the open position please do not hesitate to call me at (202) 567-9786.

Thank you very much,

Priscilla S. Collins

Also sent 9-page Transcript
and 2 recommendation letters

July 21, 2015

Priscilla Siah Collins
1432 Bangor St. SE
Washington, D.C. 20020

Dear Sir/Madam,

The purpose of this cover letter is regarding my interest in a position as a Cemetery Manager at St. Paul's at Rock Creek. With this letter, I want to express my interest and hopes of gaining a position within your office. Accordingly, my complete resume is attached for your review and consideration.

As a strong supervisor for three years, I have been recognized for my achievements through performance assessments documenting my outstanding job performance. My proven record of accomplishment, reliability, and my committed work ethic during my tenure as facilities manager to the corporate director contributed to our excellent service levels, reducing budget cost two years in a row, improving accuracy and reducing workload for the Facilities Team. I normally establish good working relationships with fellow co-workers, to whom I am always well known. When selected, my extreme positive professional attitude and ability to work well within a team atmosphere can only enhance the operations of the office.

I also hope to fulfill my educational long term goal of pursuing a MBA at George Mason University. In conclusion I welcome the opportunity to discuss how I might further contribute to your office.

Respectfully,

Priscilla Siah Collins

PRISCILLA S. COLLINS

T: 202.567.9786 | Washington, D.C. | Email: pcolesiah@yahoo.com

RESUME

Dedicated and technically skilled business professional with a versatile administrative support skill set developed through experience as an office manager, secretary and administrative assistant. Excel in resolving employer challenges with innovative solutions, systems and process improvements proven to increase efficiency, customer satisfaction and the bottom line. Offer advanced computer skills in MS Office Suite and other applications/systems.

KEY SKILLS

- | | |
|---|--|
| <ul style="list-style-type: none">• Office Management• Teambuilding & Supervision• Staff Development & Training | <ul style="list-style-type: none">• Report & Document Preparation• Spreadsheet & Database Creation• Assist with Policy & Procedure Manuals |
|---|--|

PROFESSIONAL EXPERIENCE

ACCESS INTELLIGENCE- MARKETING FIRM, Rockville, MD *Facilities Supervisor*

(06/2011- Present)

Provide constant attention to all life safety issues; oversee vendor activities that include the scheduling of repair and maintenance needs as required. Ensure building emergency systems are operational through in-house inspections and vendor maintenance contracts. Seating and all related building components closely monitor progress to ensure quality of work, inspect janitorial service quality regularly. Provide clear direction and timely follow-up on issues. Accept and ship all packages such as UPS & FedEx, assist with various projects including company events, maintaining spreadsheets. Reserve conference rooms. Arrange transportation for those traveling through Regency. Prepare/set-up meeting rooms. Provide/order breakfast and lunch. Keep track of all those with dietary needs. Assist with events by printing out name tags. Arrange video conferencing. Support the CEO and various other managers daily. Manage busy calendars and process management expense reports. Work closely with contractors regarding lighting, plumbing HVAC issues. Work with Office Images, Zee Medical, Avison Young and DataWatch regarding activation/deactivation of access cards. Coordinate office relocation, orchestrated the office move. Maintain the phone system (Site Administration) while managing company phone directory. Webinar and conference call maintenance. Maintain all printers/copiers from MBS and Meridian Office Systems. Maintain phone systems in the Rockville office. Travel to other offices as needed.

Capital Sports Complex, District Heights, MD *Front Desk Coordinator*

(9/2009– 10/2010)

Provided critical support to various managers daily. Maintained all filing. Prepared all memberships to be processed into the database. Trained all employees on database. Mail distribution and received packages from Federal Express, USPS and UPS. Worked closely with the finance department with preparing deposits. Answered all questions from top directors regarding major groups. Created, updated and maintained information center for manuals and schematics.

Strayer University, Washington, DC *Admission Secretary*

(10/2004– 7/2008)

Supervised two Admission Associates. Reviewed and reconciled internet and telephone batch leads. Prepared and generated acceptance letters. Processed student I-20 to the Department of Homeland Security. Reconciliation reports processed and maintained database and finalized files for the purpose of audits. Took minutes for meetings. Ensured review and updated of merged records. Validation, copying and depositing of checks. Ensured all appropriate data is entered into 360 for a smooth month end process.

Bork & Associates, Washington, DC

(03/2000- 11/2002)

Legal Secretary

Prepared accounts Payable and Receivable, checks, cash, deposits, and invoices. Coordinated with the attorneys in expense reports inputs. Copied, stuff, seal, bind, mailed briefs, memorandum and retainers. Database maintenance. Answered all e-mails from clients in regards to inquiry, question, and other. Assisted with retrievals requested by co-workers for e-mail blasts. Maintained company contracts, imported into excel and entered into a database. Trained new employees on the database and set up security codes and passwords. Promulgated monthly reports for the Finance department. Sent announcement emails and updates company wide.

Animal Clinic of Anacostia, Washington, DC

(02/2008 - Present)

Development Administrator

Processed acknowledgements of all walk-ins and appointments on weekend basis. Coordinated with the doctors regarding the treatment, vaccination and prescription of feline and canine patients. Database maintenance. Answered all phone and site questions. Assisted with retrievals requested by doctors and veterinarian technician. Trained new employees on the database and credit/debit card equipment. Organized files, security codes and passwords. Modify reports for the owner/President.

EDUCATION

STRAYER UNIVERSITY**Bachelor of Business Administration in Legal Studies, 2013**

Thomas A. Duckenfield Legal Assistance Program
Certificate of Completion, 2000

WASHINGTON LEE HIGH SCHOOL
Diploma Received, 1997

SOFTWARE APPLICATIONS

Microsoft Suite including: Microsoft Word, Excel, Access, Outlook, PowerPoint
VNC viewer/reader, Site Administration, Windows NT 4.0, Windows 98, Remote Link, Avaya Softconsole, phone system
Spreadsheets, Adobe Acrobat, Salesforce