

James Pratt III

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OBJECTIVE

To support the growth and profitability of an organization with the opportunity to utilize my technical training and past experience.

SUMMARY OF QUALIFICATIONS

Able to make difficult decisions in stressful situations
Highly motivated and can easily manage multiple projects
Experience in serving in supervisory and managerial positions

WORK HISTORY

- | | |
|--|--------------------------------|
| NYS Unified Court | Sept 2007- Present |
| Senior Court Office Assistant | |
| <ul style="list-style-type: none">○ Provide record room services including maintaining, evaluating and researching court records○ Perform a variety of clerical and administrative support tasks, including checking, sorting and filing court papers○ Perform data entry services○ Reviews documents, forms, court records and other written material delivered by mail or in-person | |
| J.V.L. Wildcat Academy | Bronx, NY Jan 2005- Sept 2007 |
| Peer Counselor | |
| <ul style="list-style-type: none">○ Councils students on various personal subjects○ Assistant Coach for boys' basketball as well as co-ed softball○ Maintains lunch records for the high school○ Maintains & distributes student internship stipends & employee payroll | |
| AT&T Wireless | Paramus, NJ May 2004- Jan 2005 |
| National Employee Account Services | |
| <ul style="list-style-type: none">○ Maintained the accounts for employees of AT&T Wireless○ Repaired billing issues and discrepancies○ Ordered equipment and devices for employees○ Migrated accounts and wireless services from one system to a more enhanced system | |
| US Army | Feb 1999-May 2003 |
| Operational Clerk | |
| <ul style="list-style-type: none">○ Maintained all training, operation, and deployment readiness files for all personnel○ Helped executive management prepare 60% of all training in a rapid training/operational company.○ Supervised a small team of personnel in their own projects and everyday routine.○ Administered awards, promotions, pay, legal actions and publications.○ Prepared reports for all previous mentioned actions at the end of each month for executive management and also maintained accurate records on all personnel | |

Administrator Clerk

- Served personal functions and administrative support for a company manning 480 personnel.
- Prepared routine memorandums, reports and forms
- Serviced mail for a company of over 480 personnel
- Accounted for over \$10,000 in insured, certified, and registered parcels and letters.

EDUCATION

US Army	Fort Jackson, SC	August 1999
<u>Personnel Administrative Specialist Course</u>		

Wildcat Academy	New York, NY	January 1999
<u>High School Diploma</u>		

REFERENCES

Available upon request