

SUMMARY OF QUALIFICATIONS

- Administrative professional with over 15 years experience in the government and private sector providing administrative support
- Excellent customer service skills
- Excellent written and verbal communication skills
- Strong time management skills
- Detail oriented with ability to handle multiple tasks
- Typing speed: 55 wpm, ability to lift up to 40 pounds
- Ability to work independently and as part of a team

Computer Skills: Microsoft Word, Excel, PowerPoint, Access, Outlook, WordPerfect, dBase, Procite, DOS and WordStar

WORK EXPERIENCE

- Breakthrough Bible College, Temple Hills, MD** 4/2008-4/2010
Administrative Assistant (part-time)
- Kept president's calendar, arranged meetings and conferences for up to 100 people
 - Maintained electronic and paper files and student records
 - Greeted students and assisted with course registration
 - Typed reports, charts and schedules for students
- ServiceSource, Alexandria, VA** 3/2006-9/2008
Secretary, NASA, Greenbelt, MD
- Provided support to all Branch staff, including Associate Branch Heads
 - Created reports, charts, spreadsheets and specialized databases
 - Procured, authorized, controlled and justified supplies and services for the organization
 - Maintained supervisor's calendar and arranged travel; organized large meetings and conferences
 - Researched data, suspense reports, and records for output
 - Reviewed outgoing correspondence and managed direction and action for all incoming mail
 - Composed memoranda and letters
 - Answered phones courteously and promptly and took accurate messages
- Olekanma A. Ekekwe's Law Offices, Washington, D.C.** 10/2004-9/2005
Legal Assistant
- Observed and monitored classroom accommodations for students to determine if their academic needs were met, and wrote reports on the findings
- Montgomery County State's Attorney's Office, Rockville, MD** 8/2002-5/2003
Witness Victim Coordinator (Intern 2 Semesters)
- Prepared jackets (files), contacted victims and witnesses to remind them of court dates, coordinated stand-by telephone list of specialists, signing in all witnesses and defendants, escorting defendants to the probation office for community service and drug problems
 - Maintained docket dispositions of each individual's case for further reference as a backup to the State's Attorney's

Montgomery County Department of Corrections Pre Release Center, Rockville, MD 5/2002-8/2002
Counselor (Internship – 1 Semester)

- Member of Adjustment Board, Treatment Team (facilitated domestic violence, and family education and counseling sessions), supervised 10-12 residents during outings, verified resident participation community meetings, crisis intervention, urinalysis collections and testing.

VOLUNTEER EXPERIENCE

Whitman Walker Food Bank, Washington, D.C. 2006
• *Food Distributor*

Christ House Shelter, Washington, D.C. 2005
• *Orientation Presenter*

Volunteer Clearing House, Washington, D.C. 2004
• *Administrative Assistant*

Mary McCleod Bethune Museum, Washington, D.C. 2003
• *Administrative Assistant*

Rachel's Shelter, Washington, D.C. 1995
• *Counselor*

EDUCATION

Breakthrough Bible College, Temple Hills, MD
B.A., Divinity, 2008
Certificate in Teaching, 2008
Salutatorian Award

Montgomery Community College, Rockville, MD
Associate's Degree in Criminal Justice, 2003
Criminal Justice Honors

Delta Systems, Rockville, MD
Network Engineering Certificate, 1998

University of District of Columbia, Washington, D.C.
Computer Repair Certificate, 1996