



Unified
Investigations & Sciences, Inc.



Great Lakes Service Center

Mary Ann Petsch

Senior Administrative Assistant

Clinton Township, Michigan

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EDUCATION:

Pontiac Business Institute
Office Specialist
Diploma

Utica High School
Diploma

EXPERIENCE:

Unified Investigations & Sciences, Inc.	2006 - Present
J. S. McNamara Design & Engineering	1995 – 1997
Country Manor	1993 – 1995
U.S. Army Tank Automotive Command (TACOM)	1977 - 1985

COMPUTER SKILLS:

Experienced in Microsoft Office Software:
XP, Word, Excel, PowerPoint, Outlook, Internet, ACT, Access,
Pyramid and TABs.

Maintains Evidence Data Base, Account Receivable Collections,
Transcription and Customer Service. Experienced with various Office
Machines; Multimedia Preparation and Creation, Communications and
Project Management.