



Unified

Investigations & Sciences, Inc.



Atlantic Coast Service Center

Diane C. McDevitt

Administrative Assistant

Charlotte, North Carolina

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EDUCATION:

Queens College
Paralegal Certificate 1994

Lees McRae College
Associate in Science 1986

Honaker High School
Diploma 1984

EMPLOYMENT:

Unified Investigations & Sciences, Inc.
Administrative Assistant
2008 – Present

Winthrop Management.
Administrative Assistant
2007 - 2008

Social Security Office of Hearing and Appeals
Court Reporter
2001 - 2003

US Airways
Customer Service
1986 - 2001

SKILLS / DUTIES:

MS Office Products, WordPerfect, MRI, Adobe Standard and Acrobat 8.0, ACT, Internet Explorer, Accounts Receivable Collections, Payroll, and Customer Service.