



Unified
Investigations & Sciences, Inc.



Western Service Center

Dorothy Williams

Administrative Assistant

Sacramento, California

(888) 563-0240

dwilliams@uis-usa.com

EDUCATION:

California State University
Sacramento, CA
Bachelor of Arts
Social Science

California State University
Sacramento, CA
California Lifetime
Teaching Credential

Sacramento City College
Sacramento, CA
Undergraduate Coursework

C.K. McClatchy High School
Sacramento, CA
Graduate

EMPLOYMENT:

Unified Investigations and Sciences, Inc.
Administrative Assistant
Sacramento, CA
March, 2009 – Present

California Department of Forestry and Fire Protection
Office of the State Fire Marshal
Staff Services Manager I/Administrative Officer
Sacramento, CA
1987 - 2009

EMPLOYMENT (CON'T):

Office of the California State Fire Marshal
Arson-Bomb Investigation Division
Office Manager
Sacramento, CA
1977-1987

The Daily Olympian Newspaper
Proofreader/Dispatch Clerk
Olympia, WA
1974-1977

SKILLS:

Over thirty years of experience in clerical and office administration, coordination, supervision and management.

Strong research, analytical, organizational, composition and proofreading skills.

Many years of experience in maintaining and balancing budgets, tracking expenditures and preparing statistical reports.

Competent in all MS Office programs, word processing, data entry and dictation.