



Unified

Investigations & Sciences, Inc.



Atlantic Coast Service Center

Judy C. Ratchford

Senior Administrative Assistant

Charlotte, North Carolina

704-426-6130

jratchford@uis-usa.com

EDUCATION:

Cramerton High School – Diploma 1964

EMPLOYMENT:

Unified Investigations & Sciences, Inc.

Charlotte, North Carolina

Senior Administrative Assistant

June 2007 – present

Carolina Mills, Inc.

Ranlo, North Carolina

July, 1980 – November 2005

Human Resources Generalist

Previously held positions:

Human Resources Administrative Assistant

Benefits Administrator, Safety Administrator

Secretary to Vice President-Finance

Burlington Industries - W. G. Lord Plant

Cramerton, North Carolina

1969 – 1979

Planning Department Supervisor

EMPLOYMENT (CON'T):

Signal Finance
Gastonia, North Carolina
1965 – 1969
Office Assistant

COMPUTER SKILLS: Microsoft Word, Excel, Access, Outlook, Adobe, Internet, Printshop Delux, ACT

OTHER SKILLS/TRAINING:

- NC Notary Public-Gaston County, Gaston College, June 2009, 8 hours, (tested)
- Occupational Hearing Conservation training
- First Aid & CPR training
- Workplace Safety Training & OSHA Compliance
- Twenty-five years experience in Human Resources, including Employee Benefits, Group Health Insurance, Life Insurance, Dental Insurance, Short-term and Long-term Disability Insurance, Leaves of Absence, Credit Union Loan Applications, Interviewing job applicants, Hiring, Issuing and Training employees with Personal Protective Equipment. Working with Temporary Staffing Agencies, Handling and resolving employee/supervisor complaints, Unemployment Hearings, Scheduling random drug testing, Workers Compensation
- Planned and coordinated company sponsored dinners/events with various vendors, for multiple locations, occurring simultaneously