



Unified
Investigations & Sciences, Inc.



Eastern Midwest Service Center

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Senior Administrative Assistant

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EDUCATION:

Hamilton Badin High School
Hamilton, Ohio
Graduated

EMPLOYMENT:

Unified Investigations & Sciences, Inc.
Columbus, Ohio
Administrative Assistant
November 1996 – Present

INS Investigations Bureau
Columbus, Ohio
Administrative Assistant
June 1996 – November 1996

Communications Workers of America
Columbus, Ohio
Secretary
1986 - 1990

SKILLS:

Adobe Acrobat, Microsoft Word, Microsoft Excel, Microsoft Outlook, Act.
Transcribe, proofread reports, Accounts Receivable collections, Customer Service.