



Unified
Investigations & Sciences, Inc.



North Carolina Service Center

Judy C. Ratchford

Administrative Assistant

Charlotte, North Carolina
704-426-6130

EDUCATION:

Cramerton High School – Diploma 1964

EMPLOYMENT:

Unified Investigations & Sciences, Inc.
Charlotte, North Carolina
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, Internet,
Printshop Delux, ACT

PERSONAL NARRATIVE:

Judy's two greatest passions are for birds and flowers....watching/feeding birds and growing flowers, both in her yard and African Violets in her home. Judy also enjoys reading, sewing, crocheting, knitting, cross-stitching, baking, shopping, and is very active in her church.