



Louisiana Service Center

Suzette “Suzie” Green
Administrative Assistant

New Orleans, Louisiana
504-733-3848

EDUCATION:

Fisher High School
Lafitte, Louisiana
Graduated

EMPLOYMENT:

Unified Investigations & Sciences, Inc.
Administrative Assistant
1998 to Present

Fred’s Discount Store
Assistant Manager
1989 to 1992

Subway Restaurant
Assistant Manager
1987 to 1988

SPECIALIZED TRAINING:

Typing, Dictaphone, Computer, Payroll, Reports, Billing, Data Entry, Copying, Filing,
Maintain Office Expense files, Maintain Evidence Database

Computer Skills: Windows, Word, Excel, ACT

Customer Service and Client Relations

PERSONAL NARRATIVE:

Suzie has been with Unified Investigations & Sciences, Inc., for over 4 years. As the branch secretary, she is responsible for the day-to-day office operations and coordination between the clients and employees.

Prior to coming on board with Unified Investigations & Sciences, Inc., Suzie was the manager of Fred's department store located in Columbus, Mississippi. As an employee of Fred's she was awarded Employee of the Month.

Suzie is married to Senior Investigator, Robert Green. She has four children, two of who are still in school. During her off time, Suzie enjoys gardening around the house. She presently has two grandchildren living in Columbus, Mississippi. She was born in New Orleans, Louisiana, and has lived in the New Orleans area most of her life.