



Unified
Investigations & Sciences, Inc.



Florida Service Center

Wendy Swalls

Administrative Assistant

Jacksonville, Florida

888-751-9696

EDUCATION:

Bedford High School, Temperance, Michigan
Northern Michigan University, Marquette, Michigan

EMPLOYMENT HISTORY:

Unified Investigations & Sciences, Inc.
Jacksonville, Florida, May 2007 – Present

Jacksonville Zoo and Gardens, 2005 to 2007

Cannon Design, 2000 to 2003

COMPUTER SKILLS:

Microsoft Office (Word, Excel, PowerPoint, Access, Outlook),
ACT, Adobe Photoshop, Adobe Pagemaker, Quark, Paradox,
Paradigm, GiftMaker, Raiser's Edge

PERSONAL INTEREST:

Besides working at Unified, Wendy enjoys her grandkids,
photography, and her four dogs. She and her husband enjoy rides
on his Harley motorcycle, boat rides and visiting Walt Disney
World.