

**Cxxxxxx A. Rxxxxxx**

**FA3-SEC-FY04-001 Secretary**

Social Security Number: xxx-xx-xxxx  
xxx LeGrande Highway  
xxxxxx xxx, KY 42xxx  
Phone: (270) 780-xxxx  
Fax Phone: (270) 786-xxxx  
Citizenship: US  
Veterans Preference: None

**OBJECTIVE**

Highly motivated and skilled professional seeking challenging position with a dynamic organization that values teamwork, initiative, vision and a proven ability to demonstrate visible achievements by utilizing **extensive experience**, complimented by **solid technical insight**, and a drive to meet organizational **business objectives** and **maximize growth and profitability**.

**PROFESSIONAL PROFILE**

**Cash Reconciliation ▼ Business Relations ▼ Banking Operations ▼ Customer Service ▼ Employee Supervision  
Software Administration ▼ Process Enhancement ▼ Project Management ▼ Business Development  
Fund Management ▼ Cost Control ▼ Operation Processes ▼ Vendor Management  
Management Reporting ▼ Sales / Marketing Management ▼ Inventory Analysis**

- Utilizes **years of extensive leadership experience**, as well as, incorporating **outstanding business, financial and technical acumen**, to deliver exemplary performance even in the most demanding, controversial and complex assignments
- Committed to fostering a **cohesive and productive** workplace environment
- **Strong analytical skills**, with natural, instinctive troubleshooting skills
- Versatility, adaptability, and willingness to **tackle new responsibilities and multi tasks**; self-assured, assertive, self-confident, and aggressive

**EMPLOYMENT EXPERIENCE (May contact supervisor)**

Convenient Store 126 Three Springs Rd. Bowling Green, KY 42104 Supervisor: Kimxxxxxx; 270-xxxxxxx	04/2001 - 5/2003 40 Hours / wk Starting Salary: Ending Salary: \$7.50 / hr
<b>GAS STATION MANAGER</b>	

Manage all aspects of daily operations and functions of the convenience store / gas station. Monitored operations and initiated adjustments independently and accurately. Demonstrated outstanding insight and expertise into business management, processing duties such as, reconciling the cash register drawer, the paperwork at the end of shift changes, editing errors in the paperwork, and maintained control of the safe.

XXXXXXXXXXXXXXXXXXXXXXXXX Law Firm XXXXXXXXXXXXXXXXXXXXStreet, Glasgow, KY 42141 Supervisor: xxx xxxxxxx; 270-xxx-xxxx	3/1999 - 3/2001 20 – 40 Hours / wk Starting Salary Ending Salary: \$6.50 / hr
<b>LAW OFFICE CLERK</b>	

Independently performed all aspects of daily operations and functions, such as processing incoming phone calls and forwarding them to the appropriate attorney, recording phone messages, scheduling appointments, using the copier and fax machine, and preparing legal documents by using word processing. Drafted, and delivered paperwork to the courthouse for filing and processing; transported important legal documents to various attorneys' offices and to the sheriffs' station. Spearheaded daily banking duties. Managed, maintained, and established clients relationships during their initial in-processing interview for their cases. Actively participated in meetings between client and attorney; documented comprehensive notes. Studied, analyzed, and researched the Kentucky Revised Statutes books to facilitate the firms' cases, under the direction of an attorney.

Sovereign Bank 100 Main Street, Rockaway, NJ 07866 Supervisor: XXXXX xxxxxxx; 973-xxx-2xxx	9/1998 - 12/1998 40 Hours / wk Starting Salary: Ending Salary: \$9.50 / hr
<b>CUSTOMER SERVICE REPRESENTATIVE / BANK TELLER</b>	

Worked at numerous locations, at different branches operating and administering bank software program for banking transactions.

Horse Cave Banking Center  
204 Main Street Horse Cave, KY 42749  
Supervisor: xxxxy xxxxxx; 270-7xx-xx31  
**MAIN PROOF OPERATOR**

11 /1 997 - 07/1990  
40 Hours / wk  
Starting Salary:  
Ending Salary: \$6.25 / hr

Independently operated, established, and administered the proofing machine for three banks and executed adjustments when necessary to insure accuracy. Single-handedly encoded all the transactions that were processed through the banks to make certain that all three banks funds balanced at the end of the business day. Independently handled large sums of money.

Valley National Bank  
20 Center Street, Landing, NJ 07850  
Supervisor: Peggy xxxxxx; xxx-398-1xxx  
**CUSTOMER SERVICE REPRESENTATIVE / BANK TELLER**

4/1997 - 08/1 997  
40 Hours / wk  
Starting Salary:  
Ending Salary: \$7.50 / hr

Budgeted, documented, and managed large sums of money ensuring quality and accuracy. Expertly reconciled daily cash balances and paperwork. Operated, organized, and implemented bank software program for banking transactions. Provided all levels of customer support; collaborated, negotiated, and communication with other staff members to provide a courteous work environment.

J.C. Penny's  
100 Rockaway Town Sq. Mall, Rockaway, NJ 07866  
Supervisor: NAME; 973-366-1 098  
**SALES ASSOCIATE**

08/1 996 - 04/1 997  
40 Hours / wk  
Starting Salary:  
Ending Salary: \$6.50 / hr

Budgeted, documented, and reconciled the cash register drawer and the paperwork at the end of shift changes; edited all errors in the paperwork. Actively assisted customers and collaborated with other staff members to consistently provide friendly and courteous customer service. Awarded the Gold and Silver Awards for Customer Service Satisfaction.

J & J Swift Dry Cleaning  
20 Mt. Arlington Boulevard, Landing, NJ 07850  
Supervisor: xxxx Sxxx; xxx-77x-3xxx  
**CASHIER**

1 /1 994 - 06/1 996  
20 - 40 Hours / wk  
Starting Salary:  
Ending Salary: \$6.00 / hr

## EDUCATION

**BACHELOR OF ARTS IN SOCIOLOGY** 2003  
*Minors: Criminology and Biology*

Western Kentucky University, 1 Big Red Way, Bowling Green, KY 42101-3576

**HIGH SCHOOL DIPLOMA** 1997

Roxbury High School, 1 Bryant Way, Succasunna, NJ 07849

## PROFESSIONAL DEVELOPMENT

- Dean's Scholar at Western Kentucky University 2003
- . Developed a new charter for a diverse sorority at Western Kentucky University campus 2002
- Leadership institution program D. L. I 2002
- Treasurer, vice president, & president for Eta Omega Tau Sorority, Inc. 2000 - 2003
- Dean's Scholar at Western Kentucky University 2000
- . Big Brother / Big Sisters Program 2000
- . Dean's Scholar at Western Kentucky University 1999

## AWARDS AND ACCOLADES

### MEMBERSHIP INTO THE GOLDEN KEY INTERNATIONAL HONOR SOCIETY

Recognition of Outstanding Scholastic Achievement and Excellence

OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT  
(OF 612 -- Form Approved: OMB No. 3206-021)

1. JOB TITLE IN ANNOUNCEMENT: **Office Automation Clerk**

2. GRADE (S) APPLYING FOR: GS-04

3. ANNOUNCEMENT NUMBER: **DE-DEU-040571**

**4. Cxxxxxxx A Rxxxxxs**

5. SOCIAL SECURITY NUMBER: xxx-xx-xxxx

6. MAILING ADDRESS: xxx xxxxxxxxe Highway

CITY/STATE/ZIP: Horse Cave, KY 42748

7. PHONE NUMBERS DAYTIME: (270) xxx-xxxx  
EVENING: (270) 7xx-xxxx

8. WORK EXPERIENCE:

1) JOB TITLE: Convenient Store/Gas Station Manager

FROM (MM/YY): 04/01 TO (MM/YY): 5/03

SALARY: \$7.50/hr HOURS PER WEEK: **40**

EMPLOYER'S NAME: xxxxxxxxh (owner)

AND ADDRESS: 126 Three Springs Rd. Bowling Green, KY 42104

SUPERVISOR'S NAME: xxxxxxxxh AND PHONE: 270-5xx-5xxx

DESCRIBE YOUR DUTIES AND ACCOMPLISHMENTS: I worked closely with the owner to manage the convenient/gas station. I have developed the ability to monitor operations and initiated adjustments independently and accurately using verbal instructions from the owner. Reconciled the cash register drawer, the paperwork at the end of shift changes, helped find any errors in the paperwork and maintained control of the safe. Helped customers and provided a friendly environment for them. Provided a variety of important services to the owner such as fund management and control, operation processes, such as opening and closing the establishment. Processed incoming orders from vendors, checked inventory, and paid the vendors.

2) JOB TITLE: Law Office Clerk

FROM (MM/YY): 3/99 TO (MM/YY): 3/01

SALARY: \$6.50/hr HOURS PER WEEK: 40 during summer  
HOURS PER WEEK: 20 during school

EMPLOYER'S NAME: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxLaw Firm

AND ADDRESS: xxxxxxxxxxxxxxxxxxxxt, Glasgow, KY 42141

SUPERVISOR'S NAME: xxx xxxxxxxx AND PHONE: 270-xxx-xxxx

DESCRIBE YOUR DUTIES AND ACCOMPLISHMENTS: Independently performed general office work such as processing incoming phone calls and forwarding them to the appropriate attorney, recorded phone messages, scheduled appointments, used the copier and fax machine, and prepared legal documents by using word processing.

I hand carried paperwork to the courthouse for filing and processing and carried important legal documents to various attorneys' offices and to the sheriffs' station. I was responsible for the daily banking duties. Maintained a rapport with clients during their initial in-processing interview for their cases. I participated in meetings between client and attorney taking notes. Under the direction of an attorney I researched the Kentucky Revised Statutes books to facilitate the firms cases. Purchased various office supplies for the firm.

3) JOB TITLE: Customer Service Representative/Bank Teller

FROM (MM/YY): 9/98 TO (MM/YY): 12/98  
SALARY: \$9.50/hr HOURS PER WEEK: 40

EMPLOYER'S NAME: Sovereign Bank  
AND ADDRESS: 100 Main Street, Rockaway, NJ 07866

SUPERVISOR'S NAME: xxxxx xxxxxx AND PHONE: xxx-627-xxxx

DESCRIBE YOUR DUTIES AND ACCOMPLISHMENTS: Was responsible for handling large sums of money with an emphasis on working conscientiously to insure quality and accuracy. Reconciled daily cash balances and paperwork. Worked at different branches being a floater. Operated bank software program for banking transactions. Helped customers and worked with other staff members to provide a friendly and courteous customer service. I had the responsibility of working at different bank locations, which demonstrates my abilities to work harmoniously, and as a team member with little difficulty.

4) JOB TITLE: Main Proof Operator

FROM (MM/YY): 11/97 TO (MM/YY): 07/98  
SALARY: \$6.25/hr HOURS PER WEEK: 40

EMPLOYER'S NAME: Horse Cave Banking Center  
ADDRESS: 204 Main Street Horse Cave, KY 42749

SUPERVISOR'S NAME: xxxxx xxxxxt AND PHONE: 270-786-xxxx

DESCRIBE YOUR DUTIES AND ACCOMPLISHMENTS: Independently operated the proofing machine for three banks and executed adjustments when necessary to insure accuracy. Encoded all the transactions that were processed through the banks to make certain that all three banks funds balanced at the end of the business day. Was responsible for handling large sums of money with emphasis on working conscientiously to insure quality and accuracy.

5) JOB TITLE: Customer Service Representative/Bank Teller

FROM (MM/YY): 4/97 TO (MM/YY): 08/97  
SALARY: \$7.50/hr HOURS PER WEEK: 40

EMPLOYER'S NAME: Valley National Bank  
AND ADDRESS: 20 Center Street, Landing, NJ 07850

SUPERVISOR'S NAME: xxxxx xxxxxn AND PHONE: 973-xxx-1xxx

DESCRIBE YOUR DUTIES AND ACCOMPLISHMENTS: Was responsible for handling large sums of money with emphasis on working conscientiously to insure quality and accuracy. Reconciled daily cash balances and paperwork. Operated bank software program for banking transactions. Helped customers and worked with other staff members to provide a friendly and courteous customer service.

6) JOB TITLE: Sales Associate

FROM (MM/YY): 08/96 TO (MM/YY): 04/97  
SALARY: \$6.50/hr HOURS PER WEEK: 40

EMPLOYER'S NAME: J.C. Penny's  
AND ADDRESS: 100 Rockaway Town Sq. Mall, Rockaway, NJ 07866

SUPERVISOR'S NAME: xxxxx Sxxxxxxas AND PHONE: 973-366-1xxx

DESCRIBE YOUR DUTIES AND ACCOMPLISHMENTS: Reconciled the cash register drawer and the paperwork at the end of shift changes, and helped find any errors in the paperwork. Helped customers-and worked with other staff members to provide a friendly and courteous customer service. Was awarded the Gold and Silver Awards for customer service satisfaction.

7) JOB TITLE: Cashier

FROM (MM/YY): 11/94 TO (MM/YY): 06/96  
SALARY: \$ 6.00/hr HOURS PER WEEK: 40 during summer  
HOURS PER WEEK: 20 during school

EMPLOYER'S NAME: J & J Swift Dry Cleaning  
AND ADDRESS: 20 Mt. Arlington Boulevard, Landing, NJ 07850

SUPERVISOR'S NAME: John xxxxx AND PHONE: xxx-770-xxx7

DESCRIBE YOUR DUTIES AND ACCOMPLISHMENTS: Helped customers and worked with other staff members to provide a friendly and courteous customer service. Processed incoming/outgoing laundry and placed payment in the cash register. Prepared the customers clothes for dry-cleaning and called the customers if there was a problem.

9. MAY WE CONTACT YOUR CURRENT SUPERVISOR? YES [XXI]  
NO [ ]

EDUCATION:

10. MARK HIGHEST LEVEL COMPLETED: Some HS [ ] Bachelor [XX]  
HS/GED [ ] Master [. .]  
Associate [ ] Doctoral [ 1

11. LAST HIGH SCHOOL or GED SCHOOL: Roxbury High School  
CITY/STATE/ZIP (if ZIP known): 1 Bryant Way, Succasunna, NJ 07849  
YEAR DIPLOMA or GED RECEIVED: 1997

12. COLLEGES AND UNIVERSITIES ATTENDED: (Do not attach a copy of your Transcript unless requested.)

1) NAME: Western Kentucky University  
CITY/STATE/ZIP: 1 Big Red Way, Bowling Green, KY 42101-3576

SEMESTER CREDITS EARNED: 31 MAJOR: SOCIOLOGY  
DEGREE (If any): Bachelor of Arts YEAR RECEIVED: 12/2003

SEMESTER CREDITS EARNED: 28 MINOR: CRIMINOLOGY  
SEMESTER CREDITS EARNED: 28 MINOR: BIOLOGY

13. OTHER QUALIFICATIONS

SPECIAL ACCOMPLISHMENTS

1999, fall semester designated a Dean's Scholar at Western Kentucky University  
2000, fall semester designated a Dean's Scholar at Western Kentucky University  
2000, Big Brother/Big Sisters Program  
2002, participated in the development of a new charter for a new diverse sorority at Western Kentucky University campus  
2002, was selected for leadership institution program D.L.I  
2002-2003, served in the following positions for Eta Omega Tau Sorority, Inc. treasurer, vice president,-& president

AWARDS

2001, in recognition of outstanding scholastic achievement and excellence, was granted membership into the Golden Key International Honour Society

TRAINING HOURS

I certify that I can type 40+ wpm with 100% accuracy.

GENERAL:

14. ARE YOU A U.S. CITIZEN? . . . . . YES [XX] NO [ 1

15. DO YOU CLAIM VETERANS' PREFERENCE? . . . . . YES [..] NO [XX]

If YES, mark your claim of 5 or 10 points below:  
5 POINTS [..] -- Attach your DD 214 or other proof.

16. WERE YOU EVER A FEDERAL CIVILIAN EMPLOYEE? . . . . . YES [ 1 NO [XX]

If YES, for Highest Civilian Grade give:  
SERIES: GRADE: FROM (MM/YY): TO (MM/YY):

17. ARE YOU ELIGIBLE FOR REINSTATEMENT BASED ON CAREER OR CAREER-CONDITIONAL FEDERAL STATUS? . . . YES [ 1 NO [XX]

APPLICANT CERTIFICATION

18. I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me or for firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.

SIGNATURE: DATE SIGNED: December 9, 2003



Announcement	Title	Grade	Agency	Location	Open	Close	Comments
1 03-185	Admin Support Clerk	5/6	Marshals Ser				as of 6/18 will receive consideration
2 0099	Student Trainee						
3 0134	Intelligence Aid						
4 03-206	Admin Support Clerk						Didn't address KSA
5 03-SDE117	Admin Support Clerk						
6 ATE-03-102-DEU	Clerk						
7 03 24	Assistant Pre Trail						
8 03-178	Admin Support Clerk	5/6		Bangor, ME	5/19/2003	5/28/2003	Didn't address KSA
9 DS-0-11-10-636-BM	Child Develop Program	5			9/18/2000	Indefinite	
10 JP--03-044-DEU	Program Specialist	5/7	Homeland Sec	Anywhere	5/27/2003	10/14/2003	
11 AN-DEU-03-4220	Admin Clerk	5	DOD	Walter Reed	7/17/2003	7/30/2003	Qualified
12 DD175849	Law Enf Communicate	5	Border Patrol	Yuma, AZ	7/11/2003	7/25/2003	
13 WTEJ03DCIPSI0C	Law Enf Investigative	5	DOD		1/1/2003	12/31/2003	
14 WTEJ030021000C	Transportation	5	DOD		1/1/2003	12/31/2003	
15 WTEJ030003000C	Administrative	5	DOD	Europe	1/1/2003	12/31/2003	
16 EUHJ03273375	Admin Support Clerk	5	DOD				
17 176479	Admin Support Asst.	5	Veterans Affairs	Albany, NY	7/23/2003	8/1/2003	Not highly qualified
18 EUJ03265932	Admin Support Asst.	5	DOD	Gratenwoehr	7/1/2003	8/1/2003	
19 WTEJ03DCIPSAOC	Intelligence Assistant	1	DOD	San Diego, CA			
20 DEJ20030538	Assistant Staff Asst.	5	DOD	Dayton, OH		7/31/2003	
21 AS-DEU-03-4456	Admin Support Asst.	5	DOD	Radford, VA		8/7/2003	
22 DE-LAK-03-0482-NR	Resources Asst.	4/5	DOD	Lakehurst, NJ		7/30/2003	
23 SG177030	Field Office Assistant	5	Social Security	Anderson, SC	7/25/2003	8/7/2003	
24 SK175838	Social Insurance Spec	5	Social Security	Kirksville, MC	7/23/2003	8/5/2003	
25 HRT-DE-266-03	Office Assistant	5	Secret Service	Beltsville, MD	7/25/2003	7/31/2003	
26 DEU20030545	Recreation Aid	5	DOD	Dayton, OH	7/28/2003	3/1/2003	
27 WSWR030398.CII.BS	Admin. Office Clerk	5	Commerce	Long Beach, CA	7/25/2003	8/14/2003	
28 CK176870CB	Administrative Asst.	5	Interior	Van Buren, MO	7/25/2003	8/13/2003	
29 HC20030274	Staff Assistant	5	Geological	Reston, VA	7/31/2003	8/14/2003	
30 HC20030263	Clerical Assistant	5	Geological	Reston, VA	7/18/2003	7/31/2003	
31 CR20030194	Training Specialist	5	Geological	Denver, CO	7/18/2003	7/31/2003	
32 VZ177032 KXG	Patent Ser. Assistant	5	Veterans Affairs	Show Low, AZ	7/30/2003	8/5/2003	
33 DEU20030556	Admin. Assistant	5	DOD	Dayton, OH	8/1/2003	8/4/2003	Not qualified
34 CPOOC0119	Admin Clerk Assistant	5	DOD	DC Area	4/14/2002	12/31/2009	
35 EUHM03280852	Intelligence Tech	5	DOD	Darmstadt, GE		8/13/2003	
36 W/A03016	Admin Technician	5		Richmond, VA	7/29/2003	8/11/2003	
37 SK177390	Social Insurance Spec	5	Social Security	Kansas City	7/30/2003	8/12/2003	
38 SK177191	Social Insurance Spec	5	Social Security	Kansas City	7/21/2003	8/8/2003	
39 CR20030207	Admin. Operation Asst.	4	Geological	Lincoln, NE	8/1/2003	8/14/2003	
40 SW/IN/V0188	Recreation Specialist	4	Navy			2005	
41 TSAC3812	Administrative Spec.	5	Homeland Sec	Arlington, VA	7/29/2003	8/11/2003	
42 W/THI03331319D	Office Support Assistant	4	Corp of Army E	Ft. Peak, MT	8/1/2003	8/28/2003	
43 CSTP0307VM	Office Automation Assistant	4	Of of President	White House	8/1/2003	8/29/2003	
44 HMM36772030014	Visitor Service Represent	5	Holocaust MM	DC Area	8/1/2003	8/15/2003	
45 DON367820030003	Visitor Service Aid	4	Holocaust MM	DC Area	8/1/2003	8/15/2003	