

**Education****Long Island University C.W. Post**

Bachelor of Arts In Criminal Justice

**Brookville, NY**

1997

**Experience:****Hidden****San Antonio, TX**

09/07-09/08

**Pest Control Technician**

- Handles, mixes and applied chemicals in accordance with federal, state, and local laws and regulations
- Responsible for the completion of a monthly commercial account of two hundred and twenty seven customers
- Identify and chemically treat primary and secondary locations to control rodent and insect pest population

**Hidden****San Antonio, TX**

07/04-05/07

**Parole Officer**

- Monitor Criminal offenders serving the remainder of sentence while Conditionally released into the community
- Responsible for the preparation of revocation, waiver and hearing packets
- Testify at parole Revocation hearings
- Investigate allegations and possible new charges against offenders
- Establish rules of conduct, goals and special conditions of parole

**Hidden****San Antonio, TX**

04/03-07/04

**Aviation Planner**

- Responsible for the workflow and workload analysis
- Scheduling aircraft and engine shop maintenance
- Coordination of activity as required to support the execution of maintenance events and airworthiness directive compliance
- Coordination, scheduling and assignment of maintenance work releases

**United States Marine Corps**

**Iwakuni, Japan**

01/02-01/03

**Aircraft Accounting Coordinator**

- Specialist in Military communication software
- Responsible for tracking location and status of Marine fighter aircrafts
- Managed all administrative reports including letter of recommendation, assignment letters and correspondence logs
- Responsible for subordinates daily, weekly and monthly reports

**United States Marine Corps**

**San Diego, CA**

08/99-01/02

**Quality Assurance Representative/Logs and records Clerk**

- Data administration analyst estimating life expectancy of aircraft components
- Responsible for various types of aircraft maintenance records
- Taught data entry to aircraft pilots and other users of the computer software
- Technical publication program manager for the quality assurance department

**Hidden**

**Long Island, NY**

**Hidden-A non-profit agency**

10/98-01/99

**Jail Screener/Case Manager**

- Screened and counseled potential clients and their families
- Analyzed information collected while interviewing the defendant and their family
- Consulted with attorney and judge to evaluate possible placement of offender
- Monitored each client by conducting random drug tests
- Managed a case history on each defendant
- Responsible for written and verbal reports to the courts
- Assisted the enforcement unit in the searches and arrest of absconders

**Personal Strengths**

- Demonstrates leadership ability, initiative and strong problem solving and communication skills
- Ability to communicate with others both written and verbal
- Ability to make decisions and accept responsibility
- Detail oriented and able to work independently

**References**

Available upon request