

Master Timekeeper

12 Years with MWR

Attended University of South Florida, Tampa Fl. 1979-1982 (97.5 Credits)

Monmouth College, West Long Branch, NJ 1985-1987 (12 Credits) - Honors Program

(Accounting)

Brookdale Community Collage Sep - Dec 2000 (3 Credits)

CFSC Training: Community and Family Support Management Course (Feb 98)

Marketing Managers Course (Texas A & M University Mar 1999)

Army Training:

Army Correspondence Course – Jun 89

Introduction to Lotus 1-2-3 – Aug 89

MARKS – Aug 89

Using time Effectively – Feb 90

Intro to DBASE III – Mar 90

Quality Advantage/Quality Action Team – Sep 90

Intro to MS-DOS – Aug 92

Advanced MS-DOS – Aug 92

Intermediate Lotus 1-2-3 – Sep 92

Personal Leadership Skills for Secretaries Unit I – Jan 00

Personal Leadership Skills for Secretaries Unit II – Jan 00

Grammar and Usage Seminar – Jan 00

Conflict Management and Confrontational Skills – May 00