

Robert Anthony Russell #V35292

Education

California High School Proficiency as well as 100 units of college and Vocational Office Services Certificate
Southwestern Community College, Chula Vista, CA 21 units
Southern California Bible College, San Diego, CA 24 units
Coastline Community College, Fountain Valley, CA 2010-2011 6 units
Mule Creek State Prison, Vocational Office Services and Related Technologies, Certificate of Business Occupations
Current Southwest Bible College, Turlock, CA 34 units to date
Current Lassen Community College, Susanville, CA 34 units to date
55 units, Secular, General Education, GPA of 3.66
58 units, Theology, General Studies, GPA of 3.88

- Transcripts available upon request

Work experience

1993-1998 Lead Clerk, Protestant Chapel, RJDCF

- Office Management, Supervision of four other clerks, program development within Christian parameters, accounting, filing, coordinating volunteers, supply ordering and inventory control

1998-1999 Lead Clerk, PIA Warehouse, San Quentin

- Shipping and Receiving Duties

2011-Current T.A. Vocational Office Services

- Assisting with student instruction, filing, janitorial, maintaining supply inventory, general office duties

Volunteer experience

Mentor with Southwest Bible College and a Christian 12 Step Facilitator

Skills

Microsoft Office (WORD, EXCEL, POWERPOINT, ACCESS), File Management Systems, 48 AWPM Typing Speed, Accounting, Office Management

References

C.M. Brewer, Protestant Chaplain, Retired

Russ Urquhart, President, His Way Ministry

Dr Rodney Stark, V.P. of Marketing, I.Q. Tech Systems

- Contact information available