

Smart Communications/PADOC
Jeffrey Thompson GV1145
SCI-SOMERSET
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OBJECTIVE To obtain an interesting and diversified position, whereas I can best apply my skills, thus becoming an asset to the organization.

EDUCATION

High School	1983-1987	Point Pleasant Borough, NJ
College	1987-1990	Ocean County College, Toms River, NJ
	2009-2010	Lehigh Carbon Community College, PA
	2009-2011	Catholic Distance University, VA
	2011-	Ohio University, Athens, OH
Paralegal	2015-2016	Ohio University, Athens, OH
	2014-2015	Commonwealth of Pennsylvania
Business Management	2015-2016	Commonwealth of Pennsylvania

SKILLS Microsoft Office (ICDL-INSTRUCTOR); Data/Communications Management, Statistics, Public Speaking, Project Management, Lighting and Sound Design, Electronics and Electrician, Driving, Law - Election, Criminal, Civil, State/Federal, Corporate, Retail - POS Management.

EMPLOYMENT HISTORY

- 2016-2019 Business Management Parateacher
- 2014-2019 Legal Reference Aide
- 2007-2014 Administrative Assistant
- 2001-2004 Access Control/Security IT Director
- 1997-2001 Asbury First - Political Consultant
- 1994-1997 Retail IT Director PVH

REFERENCES Available upon request